



# **General Accounting**

## **Participant Guide**

Version 5.2

The State of Arizona General Accounting Offices wishes to thank the following subject matter experts for providing content for and assistance with this class:

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# About This Training Guide

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## WHAT CAN I EXPECT FROM THIS COURSE?

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The *General Accounting* class is a four hour course designed for users who query the Accounting Journal, cash account balances, balance sheet and chart of account data for agencies. The course focuses on the activities required to understand the basics of accounting and internal transfers, transfers within the agency and between agencies.

## COURSE GOAL AND OBJECTIVES

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As a result of this class, you will be able to:

- Utilize the Accounting Journal to find accounting transactions.
- Find (query) a cash balance, balance sheet and budget using AFIS and “drill down” to determine the transactions that make up the balances.
- Record internal transfers between and across state agencies by using an Internal Exchange Transaction (IET), Internal Transaction Initiator (ITI) and Internal Transaction Agreement (ITA).
- Research general balance and accounting reports in InfoAdvantage.

## AGENDA AND TOPICS

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### **Section 1 – General Accounting Basics and Queries**

- Things to Know Before We Begin
- The Accounting Journal

### **Section 2 – General Accounts Queries**

- Cash Balance Queries
- Balance Sheet Queries
- Expense Queries (Budget Queries)

### **Section 3 – Decentralized Chart of Accounts**

### **Section 4 – Internal Purchase Orders**

- Review Internal Purchase Orders
- Create Internal Purchase Orders
- Research Internal Purchase Orders
- Modify Internal Purchase Orders

### **Section 5 – Internal Exchange Transactions**

### **Section 6 – Inter Agency Transfer**

- Internal Transaction Initiator
- Internal Transaction Agreement

### **Section 7 – General Accounting Reporting**

## ASSESSMENT

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At the end of class, you will be demonstrating proficiency to prove that you've mastered the subject matter. The Assessment will use individual activities to determine your ability to successfully query a cash balance and create an IPO and ITI documents. In order to show proficiency of the subject, each participant will need to score at least 80%.

## Section 1 – General Accounting Basics

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### Learning Objectives

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In this lesson, you will:

- Review basic information related to General Accounting

- Research activity in the Accounting Journal

### Lesson Overview

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General Accounting focuses on processing internal accounting transactions and other miscellaneous transactions. AFIS records all transactions by creating, submitting and approving documents. Once documents are submitted and approved, they update AFIS tables and query pages.

The field of accounting is often thought of as a set of complex business rules and endless numbers. It doesn't have to be. Accounting, at its heart, is actually a set of very simple concepts and principles. Once you understand the basics of accounting, you will be able to grasp just about any business or accounting concept.

This section of the General Accounting course explains the fundamentals of accounting like identifying balances, transactions and journal entries. Essentially, the basics section will give you an understanding of the general accounting terms and queries that are building blocks for your accounting knowledge.



## 1.1. THINGS TO KNOW BEFORE WE BEGIN

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### Event Types, Posting Codes, Templates and Functions

Knowing some of the fundamental concepts that underpin paying invoices can help those processes go more smoothly. This section will explain those concepts and terminology.

#### Event Types

An AFIS event type code triggers a business process. In other words, the code tells the system what to do. A common event type used in General Accounting is IN04 – Inter Fund Quasi-External Transaction with Cash Offsets. When this event type is used, you are telling the system you want to make an internal transfer. When you select an event type, the system automatically applies the customer codes, vendor codes, and all defined Chart of Accounts elements in the system.

All documents have default event types. Default event types mean when you process a document the most common event type for that document will be populated in the event type field. For example, when you request money from another agency, the system will default to the event type IN04. If for some reason, you need to change the event type, you can do so by using the Picklist. The Picklist gives you the ability to choose all allowable event types by clicking the green up arrow.

#### Posting Codes

In accounting, for a transaction (such as an Internal Transfer) to balance, an account needs to be debited and an account needs to be credited. These amounts need to balance or be equal. We've talked about event types telling the system what to do. The advantage with AFIS is when the event type is selected and the accounting line information is entered, AFIS knows what to debit and what to credit. This information is called the "posting pair" and is shown on the document in the posting area. The event type triggers the posting code so you do not need to populate the posting code area.

For example, if you are transferring money to another agency, a particular account will be debited and another one credited. The posting code area in AFIS indicates this because you selected the event type.

#### Accounting Lines

In the simplest sense, accounting refers to the bucket (or buckets) of money from which charges will be paid. The Accounting lines provide very specific information to AFIS on which bucket to access.

#### Accounting Functions and Templates

In AFIS, document data entry requires that accurate information be entered in order for the process to be efficient. There are two tools that help reduce both the time required to complete data entry and the number of errors committed in the process:

1. Function
2. Accounting Template

A **function** can be set up in the AFIS system to autofill particular elements such as an appropriation unit, task, department, etc. Once the function is set up, then all of those elements will pre-fill. Keep in mind that a function uses a “hard inference” meaning that if you select the function and then change an element such as the appropriation unit, the function will override that element when you submit the payment. Many functions are already set up for agencies and departments, meaning less data entry and fewer errors than manually entering all data.


Functions are the preferred method of accounting data entry because they are less susceptible to error than the Accounting Templates or manual entry

The Accounting **Template** (ACTPL) table allows an authorized user to create a template of Chart of Accounts elements with a unique name for identification. The difference between an Accounting template and function is the accounting template has a “soft inference” meaning the template does not override any data entry when validated. Very few agencies use templates.

## Function versus Template:

### Comparison of Capabilities

Function <small>(preferred method of use)</small>	Template
<ul style="list-style-type: none"> <li>Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors</li> <li>Currently set up for most recurring expenditures</li> <li>Is a budgetary requirement for some transactions</li> <li>Function Overrides other AFIS Chart of Account fields</li> </ul>	<ul style="list-style-type: none"> <li>Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors</li> <li>Automatically completes but does not override other AFIS Chart of Account fields.</li> <li>Used for specific purposes which differ between agencies</li> </ul>



***Note: A Function will overwrite any changes you made. If you use a function, change a few fields and save the transaction, the function will overwrite all populated fields to the data that is programmed in the function.***

## Function (FUNC) and (FUNCINF)

The Function (FUNC) table allows you to create a code (function) so that the chart of account data will be populated based on what you entered every time you enter that code.

The Function Inference (FUNCINF) table allows you to view the functions that exist. A good way to understand how functions work is to pull up one on the Function Inference Table.

### ACTIVITY 1.1. LOCATE DATA IN FUNCTION INFERENCE TABLE

#### *Scenario*

You want to see what fields are “auto-filled” when a function is entered.

#### *Setup*

- ✓ User is logged into the AFIS Home Page.

#### *Steps*

A. Search for the Function Inference Table.

1. In the **Jump To** field, enter **FUNCINF**.
2. A search box appears. You can search by fund, department or other fields. Enter the **function** from your student data card. Remember, you can also use the pick list to find the function.
3. Click **Select**. The Function Inference information appears.
4. Click **next** to scroll through the different pages of the accounting journal.

B. Review the Chart of Account data

Every time this function is entered the Chart of Account data displayed will populate.

**ACTIVITY 1.2. CREATE A FUNCTION****Scenario**

Create a Function and the associated inferences for your agency.

**Setup**

- ✓ User is logged into the AFIS Home Page.

**Steps****A. Create the Function**

1. In the **Jump To** field, enter **FUNC**. The functions appear.
2. Click **Insert**.
3. Enter **Fiscal Year** from your student data card.
4. Enter **Department** from your student data card.
5. Enter **Function** from your student data card (bottom of data card).
6. Enter Student (*your student number*) in **Name**.
7. Enter Student (*your student number*) in **Short Name**. Make sure active and budgeting boxes are checked.
8. Click **Save**.
9. Click **Populate for All Departments**.

**B. Create a Function Inference**

1. In the **Jump To** field, enter **FUNCINF**. The functions appear.
2. Click **Insert**.
3. Enter **Fiscal Year** from your student data card.
4. Enter **Department** from your student data card.
5. Click the pick list in **Function** field.
6. Select the **Function** created in Step A.
7. Enter **Fund** from your student data card.
8. Enter **Appropriation Unit** from your student data card.
9. Enter **Unit** from your student data card.
10. Enter **Task** from your student data card.
11. Click **Save**.

## 1.2. THE ACCOUNTING JOURNAL (JACTG)

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In accounting, a journal is a record of financial transactions in order by date. Many of us have checking accounts and a checking register to record all of our transactions. When we have a question about a check we go back to that register and see the amount, date, etc. That is similar to an Accounting Journal; it's a place of record for a transaction. It's just bigger because it is all of the accounting transactions for the State of Arizona in an electronic place in AFIS. The Arizona Accounting Journal is accessed by using the code JACTG (Accounting Journal). A few key details that are recorded on the Accounting Journal are:

- The debit and credit amounts
- The accounts debited and credited
- The date of the entry
- The name of the person recording the transaction

Additional journals exist in AFIS that are subsets of the Accounting Journal and have certain types of accounting transactions that post to them. These additional Journals, such as the Cash Journal (JCASH) and Budget Journal (JBUD), allow for smaller subsets of accounting data to be used in research and reports.



Users have access to the Accounting Journal (JACTG) to query accounting transactions created in AFIS. The Accounting Journal is likely to be the most frequently used journal in AFIS. The Accounting Journal has a large amount of data; therefore a search screen will immediately pop up to require you to limit the amount returned. You can query by many different fields including department, fund, and appropriation unit or posting code. To query the Accounting Journal, enter search criteria to limit the debit/credit lines returned.

Search - Internet Explorer

http://finance.az.gov/webapp/FINTRAIN2/advantage/AMSIImages/Empty.htm

Run Tm :

Doc Record Date :

Fiscal Period :

Fiscal Year :

Budget FY :

Posting Code :

Department :

Fund :

Appr Unit :

Unit :

Function :

Object :

Revenue :

BSA :

Activity :

Major Program :

Program :

Phase :

Program Period :

Doc CD :

Doc Dept :

Doc ID :

Vendor Customer :

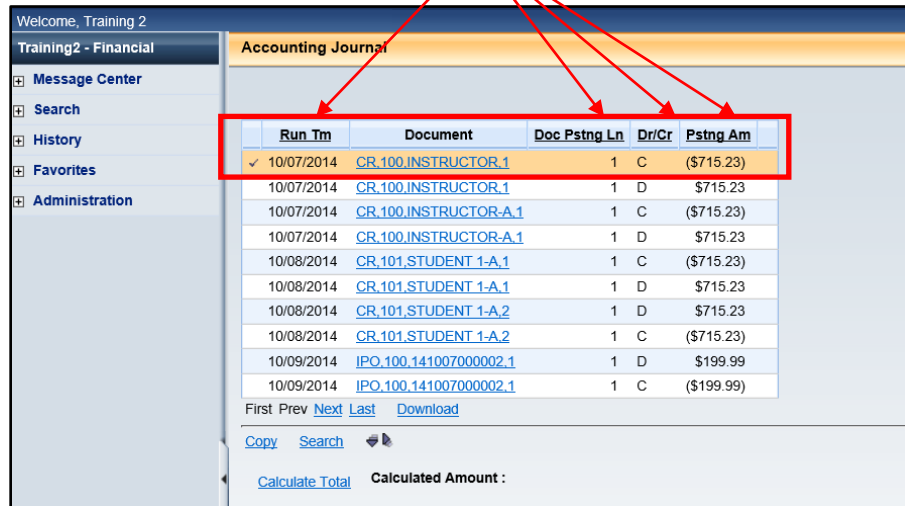
[Ok](#) [Clear](#) [Cancel](#)

Search criteria is entered to narrow down results

The Accounting Journal returns documents based on your search criteria. It could be narrowed by document type, amount, date or whatever you entered as search criteria.

The Accounting Journal will return documents in run time order but you can click on the header to sort differently. If a header is "sortable" then it will be underlined. Therefore, on the Accounting Journal, you can sort by Run Tm, Doc Pstng Ln, Dr/Cr or Pstng Am.


Click on Headers to sort results



Accounting Journal

	<u>Run Tm</u>	<u>Document</u>	<u>Doc Pstng Ln</u>	<u>Dr/Cr</u>	<u>Pstng Am</u>
✓	10/07/2014	<a href="#">CR.100.INSTRUCTOR.1</a>	1	C	(\$715.23)
	10/07/2014	<a href="#">CR.100.INSTRUCTOR.1</a>	1	D	\$715.23
	10/07/2014	<a href="#">CR.100.INSTRUCTOR-A.1</a>	1	C	(\$715.23)
	10/07/2014	<a href="#">CR.100.INSTRUCTOR-A.1</a>	1	D	\$715.23
	10/08/2014	<a href="#">CR.101.STUDENT 1-A.1</a>	1	C	(\$715.23)
	10/08/2014	<a href="#">CR.101.STUDENT 1-A.1</a>	1	D	\$715.23
	10/08/2014	<a href="#">CR.101.STUDENT 1-A.2</a>	1	D	\$715.23
	10/08/2014	<a href="#">CR.101.STUDENT 1-A.2</a>	1	C	(\$715.23)
	10/09/2014	<a href="#">IPO.100.141007000002.1</a>	1	D	\$199.99
	10/09/2014	<a href="#">IPO.100.141007000002.1</a>	1	C	(\$199.99)

First Prev [Next](#) [Last](#) [Download](#)

[Copy](#) [Search](#) 

[Calculate Total](#) Calculated Amount :

You can also download the Accounting Journal transactions by clicking the download button which will allow you to download to an Excel Spreadsheet. When downloading, there is a limit to the number of fields (5000). When reached, the system will stop downloading any additional records.

10/24/2014	<a href="#">MD.100.INST 1 - 4.5.1</a>	4	C	(\$53,340.00)
10/24/2014	<a href="#">MD.100.INST 1 - 4.5.1</a>	3	C	(\$53,340.00)

First Prev [Next](#) [Last](#) [Download](#)

### ACTIVITY 1.3. FIND A TRANSACTION IN THE ACCOUNTING JOURNAL

#### Scenario

Your agency wants to find the transactions posted for your fund in Budget Fiscal Year 2015 for your department. Download the transactions to an Excel spreadsheet.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

##### A. Search for the transaction

1. In the **Jump To** field, enter **JACTG**.
2. In the search box enter the **department from your student data** card and **2015** in **Budget FY field**.
3. Click **OK**. The transactions from the accounting journal appear.
4. Click **next** to scroll through the different pages of the accounting journal.

##### B. Download the transactions

1. Click the **Download** button. A window appears that reads “Do you want to open or save **JRNL\_ACTG.xlsx** from **finance.az.gov**?”
2. Click **Open**.
3. An excel spreadsheet opens, displaying the transactions. You can now save this spreadsheet and/or manipulate the data as you need it to display.



## Section 2 – General Accounting Queries

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### Learning Objectives

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In this lesson, you will:

- Review basic information related to General Accounting

- Research activity in the Cash Balance Query, Balance Sheet Query and Expense Summary Query.

### Lesson Overview

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In very simple terms, a query is asking the system for information. The AFIS system provides a number of query pages that display current balances for cash, funds and Balance Sheet Account (BSA) balances. The query pages include a “Drill Down” (magnifying glass) icon enabling the user to view more details about the amounts displayed on the page

#### 2.1. CASH BALANCE

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The cash balance is the total amount of money in a financial account. It is calculated by adding all deposits to the initial deposit and deducting all disbursements or payments made. Net cash balance can be positive, if money is available; or negative if the account has been overdrawn. There are several query pages that can be used to research Cash Balance information; the Cash Balance Summary Query (CBALSQ), Cash Balance Summary Query (CBALDQ) and Cash Journal (JCASH).

Before you query for a cash balance, what exactly do each of these areas mean?

**Fund** – A fund is an accounting entity established to track money that is collected and disbursed for a specific purpose. A fund emphasizes accountability rather than profitability. The State of Arizona has many funds set up to account for everything from highway projects to federal grants.

**Cash Balance** – The current available cash balance amount.

**Pending Increase Non-Cash** – This amount represents updates made by *Pending* documents with a non-cash increase posting code. An example might be the buyer portion of an Internal Exchange Document or a Receivable.

**Pending Decrease Non-Cash** – This amount represents updates made by *Pending* documents with a non-cash decrease posting code. An example might be the seller portion of an Internal Exchange Document or a payment request (GAX).

**Pending Increase Cash** – This amount represents updates made by *Pending* documents with a cash increase. A receivable is a good example of this.

**Pending Decrease Cash** – This amount represents updates made by *Pending* documents with a cash decrease. A manual or manual disbursement is an example of this.

**Accepted Increase Non Cash** – This amount represents updates made by *Final* documents with a non-cash increase posting code.

**Accepted Decrease Non Cash** – This amount represents updates made by *Final* documents with a non-cash decrease posting code.

**Adjusted Cash Balance** – This amount is a complicated formula but basically it takes into account everything that is pending or outstanding. Think about your personal checking account, you have a balance then you have checks outstanding (pending) and deposits pending. The adjusted cash balance takes into account all of these items to give you your working or your “adjusted” cash from which you can make future payments.

**Cash Balance Minimum** – The minimum cash balance is the required balance for the fund. The default is zero.

**Available Cash Balance** – The adjusted cash balance minus the cash balance minimum.

This is the basic information of the Cash Balance Summary query (CBALSQ) but if you want to see more detailed information regarding the balance (at the Fund and Sub Fund level) then the select the hyperlink **Cash Balance Detail**.

## Cash Balance Summary Query (CBALSQ)

The Cash Balance Summary Query (CBALSQ) page displays current balances and cash tracking totals for a **Fund**. When an accounting transaction updates the Cash Balance Detail, the Cash Balance Detail updates the Cash Balance Summary.

Users can check the box next to the fund to generate the data and balances particular fund.

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0001		\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> 1000	GENERAL FUND	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81
1234567	System Test	\$0.00	\$0.00	\$0.00
12345678	System Test	\$0.00	\$0.00	\$0.00
1300	GNRL FIXD ASSET	\$0.00	\$0.00	\$0.00
1600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00
8000	Training Work	\$5,991.78	\$5,991.78	\$5,991.78
9000	Instructor	\$7,880.96	\$20,352.11	\$20,352.11
9001	Student 1	\$65,607.91	\$65,607.91	\$65,607.91
9002	Student 2	\$38,228.76	\$38,228.76	\$38,228.76

First Prev [Next](#) [Last](#)

[Search](#)

Fund : 1000

Cash Balance : \$241,886,101.81

Pending Increase Non-Cash : \$2,980.00

Pending Decrease Non-Cash : \$1,972.67

Pending Increase Cash : \$1,890.90

Pending Decrease Cash : \$555.55

Accepted Increase Non-Cash : \$70,381,987,311.91

Accepted Decrease Non-Cash : \$1,487,187.97

Adjusted Cash Balance : \$241,886,101.81

Cash Balance Minimum : \$0.00

Available Cash Balance : \$241,886,101.81

[Cash Balance Detail](#)   [Cash Balance Summary Maintenance](#)

The magnifying glass allows you to “drill down” and view the transactions that accounted for that balance

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 1000	GENERAL FUND	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81

First Prev Next Last

[Search](#)

Fund : 1000

Cash Balance : \$241,886,101.81

Pending Increase Non-Cash : \$2,980.00

Pending Decrease Non-Cash : \$1,972.67

Pending Increase Cash : \$1,890.90

Pending Decrease Cash : \$555.55

Accepted Increase Non-Cash : \$70,381,987,311.91

Accepted Decrease Non-Cash : \$1,487,187.97

Adjusted Cash Balance : \$241,886,101.81

Cash Balance Minimum : \$0.00

Available Cash Balance : \$241,886,101.81

[Cash Balance Detail](#)   [Cash Balance Summary Maintenance](#)

When you select the hyperlink – **Cash Balance Summary** it will give you another screen which displays fund and sub-fund information for the fund.

Cash Balance Detail

Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 1000	1000	\$0.00	\$0.00	\$0.00
1000	1003	\$0.00	\$0.00	\$0.00
1000	1004	\$0.00	\$0.00	\$0.00
1000	BLNK	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81
1000	DE1000	\$0.00	\$0.00	\$0.00

First Prev Next Last

[Search](#)

Fund : 1000

Sub Fund : 1000

Cash Balance : \$0.00

Pending Increase Non-Cash : \$0.00

Pending Decrease Non-Cash : \$0.00

Pending Increase Cash : \$0.00

Pending Decrease Cash : \$0.00

Accepted Increase Non-Cash : \$0.00

Accepted Decrease Non-Cash : \$30,094.00

Adjusted Cash Balance : \$0.00

Cash Balance Minimum : \$0.00

Available Cash Balance : \$0.00

[Cash Balance Detail Maintenance](#)   [Cash Balance Summary](#)

## ACTIVITY 2.1.A. REVIEW THE CASH BALANCE INFORMATION

### Scenario

Your agency wants to see which transactions make up the current cash balance for a **fund**.

### Setup

- ✓ User is logged into the AFIS Home Page.

### Steps

- A. Search for the transaction
  1. In the **Jump To** field, enter **CBALSQ**.
  2. Click the **Search** hyperlink
  3. In the search box enter the **Fund** from your student data card.
  4. Click **OK**. The cash balance information appears

Cash Balance Summary				
Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 9000		\$7,880.96	\$20,352.11	\$20,352.11

First Prev Next Last

[Search](#)

Fund : 9000

Cash Balance : \$7,880.96

Pending Increase Non-Cash : \$0.00

Pending Decrease Non-Cash : \$0.00

Pending Increase Cash : \$0.00

Pending Decrease Cash : \$0.00

Accepted Increase Non-Cash : \$12,471.15

Accepted Decrease Non-Cash : \$126,624.99

Adjusted Cash Balance : \$20,352.11

Cash Balance Minimum : \$0.00

Available Cash Balance : \$20,352.11

[Cash Balance Detail](#)
[Cash Balance Summary Maintenance](#)

B. Drill down to see the transactions.

1. Click the **magnifying glass** to the right of the cash balance. The **Accounting Journal** opens with all of the transactions for that fund.
2. Click the **expand all** button to expand the transactions for the selected amount.
3. Scroll through the transactions by clicking **next** or you can download by clicking the **download** button. If you want to further investigate a particular document, then select that document by clicking on the hyperlink and it will take you to the document entry.
4. Click the **back** hyperlink in the top right to go back to the Cash Balance Summary page.

## Cash Balance Detail Query (CBALDQ)

The Cash Balance Detail Query (CBALDQ) page displays current balances and cash tracking totals for a **Fund** and **Sub Fund** combination. It's quite similar to the CBALSQ in the data that it queries but the main difference is you can query at the **Sub Fund** level.

**Fund :**   
**Sub Fund :**   
**Available Cash Balance :**   
[Ok](#) [Clear](#) [Cancel](#)

The **CBALDQ** search box will allow you to query at the **Fund** level, the **Sub Fund** level or the **Available Cash Balance** level.

Training2 - Financial

- Message Center
- Search
- History
- Favorites
- Administration

### Cash Balance Detail

Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0001	BLNK	\$0.00	\$0.00	\$0.00
1000	1000	\$0.00	\$0.00	\$0.00
1000	1003	\$0.00	\$0.00	\$0.00
1000	1004	\$0.00	\$0.00	\$0.00
✓ 1000	BLNK	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81

First Prev [Next](#) Last

[Search](#)

**Fund :** 1000  
**Sub Fund :** BLNK  
**Cash Balance :** \$241,886,101.81  
**Pending Increase Non-Cash :** \$2,980.00  
**Pending Decrease Non-Cash :** \$1,972.67  
**Pending Increase Cash :** \$1,890.90  
**Pending Decrease Cash :** \$555.55  
**Accepted Increase Non-Cash :** \$70,381,987,311.91  
**Accepted Decrease Non-Cash :** \$1,457,093.97  
**Adjusted Cash Balance :** \$241,886,101.81  
**Cash Balance Minimum :** \$0.00  
**Available Cash Balance :** \$241,886,101.81

[Cash Balance Detail Maintenance](#)
[Cash Balance Summary](#)

Remember in AFIS you can expand or collapse the document

## ACTIVITY 2.1.B. REVIEW THE CASH BALANCE INFORMATION

### Scenario

Your agency wants to see which transactions make up the current cash balance for a **fund** and **sub fund**.

### Setup

- ✓ User is logged into the AFIS Home Page.

### Steps

#### A. Search for the transaction

1. In the **Jump To** field, enter **CBALSQ**.
2. Click the **Search** hyperlink
3. In the search box enter the **Fund** from your student data card.
4. In the search box enter the **Sub Fund** from your student data card.
5. Click **OK**. The cash balance information appears

Cash Balance Detail

	Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓	9000	9000	\$715.23	\$3,965.23	\$3,965.23

[First](#) [Prev](#) [Next](#) [Last](#)

[Search](#)

Fund : 9000

Sub Fund : 9000

Cash Balance : \$715.23

Pending Increase Non-Cash : \$0.00

Pending Decrease Non-Cash : \$0.00

Pending Increase Cash : \$0.00

Pending Decrease Cash : \$0.00

Accepted Increase Non-Cash : \$3,250.00

Accepted Decrease Non-Cash : \$0.00

Adjusted Cash Balance : \$3,965.23

Cash Balance Minimum : \$0.00

Available Cash Balance : \$3,965.23

[Cash Balance Detail Maintenance](#)
[Cash Balance Summary](#)

#### B. Drill down to see the transactions.

1. Click the **magnifying glass** to the right of the cash balance. The **Accounting Journal** opens with all of the transactions for that fund.



2. Click the **expand all** button to expand the transactions for the selected amount.
3. Scroll through the transactions by clicking **next** or you can download by clicking the **download** button. If you want to further investigate a particular document, then select that document by clicking on the hyperlink and it will take you to the document entry.
4. Click the **back** hyperlink in the top right to go back to the Cash Balance Summary page.

## Cash Journal (JCASH)

The Cash Journal (JCASH) is an optional journal in which all cash receipts and transactions are recorded first. This journal pay come in handy when you know you need to find a cash transaction and don't want to search the entire accounting journal.

The **JCASH** search box will allow you to query at many different levels depending on what data you want to review.

The data returned is based on your selection criteria.

Remember the **expand all** button to view all the data for the selected field.

Cash Journal				
Run Time	Doc Posting Line	Debit/Credit	Posting Amount	
✓ 10/07/2014	1	D	\$715.23	
10/07/2014	1	D	\$715.23	
10/08/2014	1	D	\$715.23	
10/08/2014	1	C	(\$715.23)	
10/09/2014	2	C	(\$500.00)	
10/13/2014	2	C	(\$500.00)	
10/14/2014	3	C	(\$500.00)	
10/15/2014	1	D	\$2,500.00	
10/16/2014	1	D	\$200.00	
10/16/2014	1	D	\$200.00	

First Prev [Next](#) [Last](#)

[Copy](#) [Search](#)

General Accounting

Doc Record Date : 10/07/2014

Fiscal Period : 4

Fiscal Year : 2015

Budget FY : 2015

Fiscal Quarter : 2

Event Category : REV

Event Type : AR02

Bank Account : BK01

Posting Pair : A

Posting Code : A001

Debit/Credit : D

Line Function : 1

Posting Amount : \$715.23

Increase/Decrease : I

Run Time : 10/07/2014

## 2.2. BALANCE SHEET

---

The balance sheet show the State's assets, liabilities, and net position.

### Assets

Assets included on the balance sheets are resources of the State that remain available to meet future needs. The most significant assets that are reported on the balance sheets are loans receivable, net; property, plant, and equipment (PP&E), net; inventories and related property, net; and cash and other monetary assets.

### Liabilities

Liabilities are obligations of the State resulting from prior actions that will require financial resources. The most significant liabilities reported on the balance sheets are state debt securities held by the public and accrued interest, and employee and veteran benefits payable.

As with reported assets, the State's responsibilities, policy commitments, and contingencies are much broader than these reported balance sheet liabilities but this gives you an overview as to what assets and liabilities are.

There are several query pages that can be used to research Balance Sheet Account information: the ITD (Inception-to-Date) Balance Sheet Summary (BBALS), ITD Balance Sheet Detail (BBALD), and Fiscal Year Balance Sheet Detail (BBALFY).

## Inception to Date Balance Sheet Summary (BBALS)

The ITD Balance Sheet Summary (BBALS) query page displays balance sheet account balances at the **Fund** and **Balance Sheet Account** (BSA) levels independent of fiscal year. This is the highest level of query for balance sheet information. The differences between the balance sheet query tables are very similar to the differences in the cash balance query tables – each provide a different level of detail.

Search enables you to search for different criteria.

**ITD Balance Sheet Summary**

Fund	Name	BSA	Name	BSA Type	Balance	Begin Day Balance
✓ 9000	Instructor	0070	Cash Dep Tra	Asset	\$7,880.96	\$0.00
9000	Instructor	0072	Cash In Hand	Asset	\$0.00	\$0.00
9000	Instructor	0099	Cash Training	Asset	\$20,000.00	\$0.00
9000	Instructor	0204	Princ Rec Genl	Asset	\$1,500.00	\$0.00
9000	Instructor	0440	Lxry Tax Rec	Asset	\$24,001.65	\$0.00
9000	Instructor	0501	Acc Rev	Asset	\$12,471.15	\$0.00
9000	Instructor	0933	Lt Invstmnts	Asset	\$0.00	\$0.00
9000	Instructor	1011	Pymnts Outstndg	Liability	(\$262,101.00)	\$0.00
9000	Instructor	1206	Temp	Liability	\$0.00	\$0.00
9000	Instructor	1211	Claims Pyble	Liability	(\$7,625.00)	\$0.00

First Prev [Next](#) [Last](#)

[Search](#)

**Fund :** 9000  
**Name :** Instructor  
**BSA :** 0070  
**Name :** Cash Dep Tra  
**BSA Type :** Asset

**Debit Amount :** \$7,880.96  
**Credit Amount :** \$0.00  
**Balance :** \$7,880.96  
**Begin Day Balance :** \$0.00

[Cash Balance Summary](#)  
 [Fund Balance Summary](#)  
 [ITD Balance Sheet Detail](#)

The magnifying glass icon allows for the researching of an amount. The icons transition you to Accounting Journal (JACTG) page and perform a search for documents that updated the amount

The hyperlinks at the bottom take a user to different inquiry pages and perform an automatic search with the values of the selected record.

## Inception to Date Balance Sheet Detail (BBALD)

The ITD Balance Sheet Detail (**BBALD**) query page displays balance sheet account balances at the **Fund**, **Sub Fund** and **Balance Sheet Account (BSA)** levels independent of fiscal year. The difference between this table and the BBALS table is the **BBALD** provides and allows filtering at the **Sub Fund** level. Other than that difference, the tables are similar. Just like the **BBALS**, the **BBALD** has the magnifying glass icons to allow for researching amounts. The icons transition a user to the Accounting Journal (**JACTG**) page and perform a search for documents that updated the amount.

Search enables you to search for different criteria.

Jump to: BBALD Go

Procurement | Budgeting | Accounts Receivable | Accounts Payable

### ITD Balance Sheet Detail

Fund	Name	Sub Fund	Name	BSA	Name	Sub BSA	Name	BSA Type	Balance	Begin Day Balance
✓ 9000	Instructor	9000	INSTRUCTOR	0070	Cash Dep Tra	BLNK		Asset	\$715.23	\$0.00
9000	Instructor	9000	INSTRUCTOR	0204	Princ Rec Genl	BLNK		Asset	\$1,500.00	\$0.00
9000	Instructor	9000	INSTRUCTOR	0440	Lxry Tax Rec	BLNK		Asset	\$24,001.65	\$0.00
9000	Instructor	9000	INSTRUCTOR	0501	Acc Rev	BLNK		Asset	\$3,250.00	\$0.00
9000	Instructor	9000	INSTRUCTOR	1273	Othr Ap	BLNK		Liability	(\$2,000.00)	\$0.00

First Prev Next Last

[Search](#)

Fund : 9000  
 Instructor  
 Sub Fund : 9000  
 INSTRUCTOR  
 BSA : 0070  
 Cash Dep Tra  
 Sub BSA : BLNK  
 BSA Type : Asset

Debit Amount : \$715.23  
 Credit Amount : \$0.00  
 Balance : \$715.23  
 Begin Day Balance : \$0.00

The magnifying glass icon allows for the researching of an amount. The icons transition you to the Accounting Journal (JACTG) page and perform a search for documents that updated the amount.

[Cash Balance Detail](#) [Fund Balance Detail](#) [FY Balance Sheet Detail](#) [ITD Balance Sheet Summary](#)

The hyperlinks at the bottom take a user to different inquiry pages and perform an automatic search with the values of the selected record.

## ACTIVITY 2.2. REVIEW THE BALANCE SHEET ACCOUNT INFORMATION

### Scenario

Use the ITD Balance Sheet Detail page to determine the current balance for a specific Fund and Sub Fund combination. Then, drill down to view the documents that generated the total.

### Setup

- ✓ User is logged into the AFIS Home Page.

### Steps

#### A. Search for the transaction

1. In the **Jump To** field, enter **BBALD**.
2. In the search box enter the **Fund** and **Sub Fund** from your student data card.
3. Click **OK**. The ITD Balance sheet detail page appears.

Fund	Name	Sub Fund	Name	BSA	Name	Sub BSA	Name	BSA Type	Balance	Begin Day Balance
✓ 9000	Instructor	9000	INSTRUCTOR	0070	Cash Dep Tra	BLNK		Asset	\$715.23	\$0.00
9000	Instructor	9000	INSTRUCTOR	0204	Princ Rec Genl	BLNK		Asset	\$1,500.00	\$0.00
9000	Instructor	9000	INSTRUCTOR	0440	Lxry Tax Rec	BLNK		Asset	\$24,001.65	\$0.00
9000	Instructor	9000	INSTRUCTOR	0501	Acc Rev	BLNK		Asset	\$3,250.00	\$0.00
9000	Instructor	9000	INSTRUCTOR	1273	Othr Ap	BLNK		Liability	(\$2,000.00)	\$0.00

First Prev [Next](#) [Last](#)

[Search](#)

**Fund :** 9000 **Debit Amount :** \$715.23  
 Instructor **Credit Amount :** \$0.00  
**Sub Fund :** 9000 **Balance :** \$715.23  
 INSTRUCTOR **Begin Day Balance :** \$0.00  
**BSA :** 0070  
 Cash Dep Tra  
**Sub BSA :** BLNK  
**BSA Type :** Asset


[Cash Balance Detail](#)
[Fund Balance Detail](#)
[FY Balance Sheet Detail](#)
[ITD Balance Sheet Summary](#)

#### B. Review the fund balance detail information.

1. Select the line you want to review checking it.
2. Next to the **Balance** field, click the Drill Down icon (magnifying glass).
3. Review the transaction in the accounting journal (**JACTG**).



Accounting Journal					
	Run Tm	Document	Doc Pstng Ln	Dr/Cr	Pstng Am
✓	10/08/2014	<a href="#">CR.101.STUDENT 1-A.1</a>	1	D	\$715.23
	10/07/2014	<a href="#">CR.100.INSTRUCTOR-A.1</a>	1	D	\$715.23

First Prev Next Last [Download](#)

[Copy](#) [Search](#) 

[Calculate Total](#) Calculated Amount :

▼ **General Accounting**

Doc Record Date :	10/07/2014		Posting Pair :	A
Fiscal Period :	4		Posting Code :	A001
Fiscal Year :	2015		Dr/Cr :	D
Budget FY :	2015		Ln Func :	Standard 
Fiscal Quarter :	2		Pstng Am :	\$715.23
Event Category :	REV		Incr/Dcrs :	I
Event Type :	AR02		Run Tm :	10/08/2014
Bank Account :	BK01			

## 2.3. EXPENSE SUMMARY QUERIES

---

Every agency, district, division and unit operates on a budget for the fiscal year. The budget allows the agency to plan for expenses, post expenses when payments are generated, and then query on the budget to determine the balance as it relates to activity. The goal is like your personal household budget: to stay within the planned expenditures.

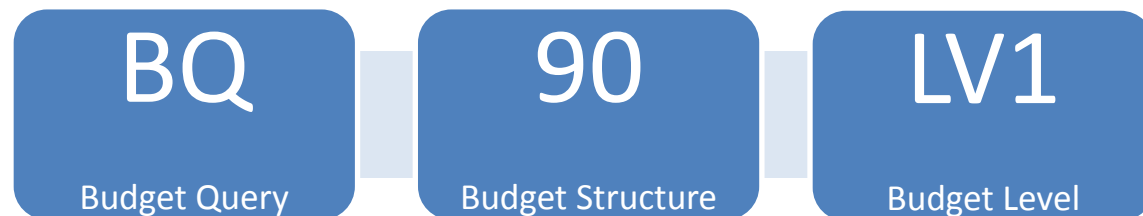
Budget Structures in AFIS are broken down into levels. The degree of detail a budget has is determined by the budget structure. Some agencies have many levels to manage at a high degree of detail while other agencies may have only one level. You will want to connect with your agency to determine what budget structure your agency operates.

- Budget Structure 90 – Appropriation and Allotments
- Budget Structure 91 – Department Expense – Bureau
- Budget Structure 92 – Department Expense – District
- Budget Structure 93 – Department Expense – Division
- Budget Structure 95 – Department Expense – Unit

### Budget Query (BQ)

Each budget structure in AFIS has a corresponding query page. This query page will allow you to see what has been expensed or “spent” in relationship to the budget. The query page is initiated by using the code **BQ**, for Budget Query in the **Jump To** field. The next digits in the query reference the budget structure and the next digits reference the level of the budget that you are inquiring upon or querying.

**BQ90LV1**





[Jump to: BQ90LV1](#) [Go](#)

[Procurement](#) | [Budgeting](#) | [Accounts Receivable](#) | [Accounts Payable](#)

### Appropriation and Allotment

BFY	Fund Group	Dept	Appr Cat	Current Budget	Encumbered	Actual Expenses	Unobligated
2015	1000	GFA	GF03056	\$10,889,999.00	\$0.00	\$100,000.00	\$10,789,999.00
2015	1000	GFA	GF91000	\$1,010,000.00	\$0.00	\$0.00	\$1,010,000.00
2015	1000	GFA	GF92000	\$40,000.00	\$0.00	\$0.00	\$40,000.00
2015	1000	GFA	GF93000	\$15,000,000.00	\$0.00	\$0.00	\$15,000,000.00
✓ 2015	1000	GFA	GF96000	\$1,000,000.00	\$240,000.00	\$60,000.00	\$700,000.00
2015	1000	GFA	GF97000	\$10,000.00	\$0.00	\$0.00	\$10,000.00
2015	1000	GFA	GF98000	\$10,000,000.00	\$19,996.00	\$174,965.00	\$9,805,039.00
2015	1000	HSA	HS50070	\$10,000,000.00	\$4,000.00	\$500.00	\$9,995,500.00

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[Search](#)

**▼ Budget Actuals**

<b>Purchase Reservations :</b>	\$0.00
<b>Pre-Encumbered :</b>	\$0.00
<b>Encumbered :</b>	\$240,000.00
<b>Accrued Expenses :</b>	\$60,000.00
<b>Cash Expenses :</b>	\$0.00
<b>Actual Expenses :</b>	\$60,000.00

<b>Uncommitted :</b>	\$700,000.00
<b>Unobligated :</b>	\$700,000.00
<b>Unexpended Cash :</b>	\$1,000,000.00
<b>Unexpended Accrued :</b>	\$940,000.00

**► Budgeted Amounts**

**► General Information**

[Top](#)

[Modified Budget Line Controls](#)   [Allotments](#)

The Balance Sheet Query allows you search the budget for a particular BFY, Fund Group, Department or Appropriation Category. The “budget actual” section allows you to drill down on the amounts to see what data comprised that total.

## Navigation Links

Each budget inquiry page will have one or more of the following links at the bottom: Modified Budget Line Controls, Allotments, Next Level, Previous Level, Linked Revenues, or Supported Expense Budgets. Each navigates to another page with information that is tied to the selected record in the grid of the budget inquiry.

## Expense Summary (ESUM)

Some Budget Structure levels also have Expense Summary (ESUM) query pages. An Expense Budget Summary page allows you to view summaries of Expense Budgets by populating particular Chart of Account Elements and different combinations in the Chart of Accounts.

**Budget Structure 90** has one level, which has a summary page available.

Document Code	Query Page	Summary Page
BGA90	BQ90LV1	ESUM90L1

**Budget Structure 91** has four levels, with a summary page; shown below.

Document Code	Query Page	Summary Page
BGE91	BQ91LV1	
	BQ91LV2	ESUM91L2
	BQ91LV3	
	BQ91LV4	

**Budget Structure 92** has four levels, with a summary page; shown below.

Document Code	Query Page	Summary Page
BGE92	BQ92LV1	
	BQ92LV2	
	BQ92LV3	
	BQ92LV4	ESUM92L4

**Budget Structure 93** - Budget Structure 93 has three levels, with a summary page available for level 3; shown below.

Document Code	Query Page	Summary Page
BGE93	BQ93LV1	
	BQ93LV2	
	BQ93LV3	ESUM93L3

**Budget Structure 95** - Budget Structure 95 has seven levels, with summary pages available for levels 2, 3, and 7; shown below.

Document Code	Query Page	Summary Page
BGE95	BQ95LV1	
	BQ95LV2	ESUM95L2
	BQ95LV3	ESUM95L3
	BQ95LV4	
	BQ95LV5	
	BQ95LV6	
	BQ95LV7	ESUM95L7

### ACTIVITY 2.3. BUDGET QUERY

#### Scenario

View the Current Budget amount using the Expense Summary Budget Query for the Appropriation Budget (Budget Structure 90)

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

##### A. Search for the transaction

1. In the **Jump To** field, enter BQ90LV1.
2. In the search box enter the department from your student data card and 2015 in Budget FY field.
3. Click OK. The appropriation and allotment budgeted line amounts appear.
4. Click expand all to view the different areas (budget actuals, budgeted amounts, general information).

##### B. Drill down to see the adopted budgeted amount.

1. Click the **magnifying glass** to the right of the adopted budget. The detailed transaction listing appears.
2. Click on the **hyperlink** under the document identifier column to open the budget document. The appropriation and allotment budget opens. You can view the different areas to see the budgeted amounts.

## Section 3 – Decentralized Chart of Accounts

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### Learning Objectives

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In this lesson, you will:

- Identify available decentralized Chart of Accounts(COA) elements in AFIS
- Create decentralized Chart of Accounts codes

### Lesson Overview

---

The COA is a key component of AFIS and is comprised of a set of reference tables used to validate codes entered on system transactions. The COA has two functions:

- Provides a centralized uniform set of codes to recognize expense, revenue, and balance sheet transactions across the State
- Provides decentralized codes for agencies to meet their own business tracking, reporting and budgeting needs

This lesson will identify decentralized COA codes that are available for department use and review the process of adding decentralized COA codes.

### 3.1. Decentralized COA Codes

Decentralized COA elements are maintained at a department level. They are called decentralized because decisions are made at the agency level versus the state level which is considered “centralized”. Department level managers with the appropriate security have the ability to add new elements, modify existing elements, and delete existing elements within their departments. The available decentralized COA elements are: Department Object, Department Revenue Source, Location, Activity, Function, and Task.

#### Department Object

A department object is nothing more than a way to track an expense at the department level. Department objects appear in the expense budget and on spending transactions.

The Department Object (DOBJ) table allows users to establish valid department Object codes and associated information related to the Object. This table allows users to add, delete, and maintain the Department Object codes used by the department. Each code must be unique within a fiscal year and department.

Jump to: DOBJ Go

Procurement | Budgeting | Accounts Receivable | Accounts Payable

**Department Object**

Fiscal Year	Department	Dept Object	Name	Active
✓ 2014	ADA	3200	NETWORK ADMIN COCHISE COUNTY	Yes
2014	ADA	3210	NETWORK ADMIN COLORADO CITY	Yes
2014	ADA	3220	NETWORK ADMIN COTTONWOOD	Yes
2014	ADA	3260	NETWORK ADMIN FLAGSTAFF	Yes
2014	ADA	3280	NETWORK ADMIN GRAND CANYON	Yes

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

**General Information**

\*Fiscal Year : 2014

\*Department : ADA

\*Dept Object : 3200

\*Name : NETWORK ADMIN COC

\*Short Name : COCHISE

Contact :

Effective From :

Effective To :

Active : ☒

Budgeting : ☒

Description :

**Rollups**

Dept Object Class :

Dept Object Category :

Dept Object Type :

Dept Object Group :

Extended Description :

The Department Object table allows you to search by Fiscal Year, Department, Department Object or Name. The resulting table displays the object data and information.

## Department Revenue Source

The Revenue Source code is generally used to track the types of revenue received by the State. *What are some common revenues the state collects?*

Just like AFIS utilizes object codes to track expenses, revenue codes are tracked in AFIS by using a Department Revenue Source code. The Department Revenue Source (**DRSRC**) table allows users to establish valid Department Revenue Source codes and associated information related to the Department Revenue Source. Objects of revenue appear in the revenue budget and on transactions.

This table allows users to add, delete, and maintain the Department Revenue Source codes used by the department. Each Department Revenue Source code must be within a fiscal year and department.

Jump to: DRSRC Go

**Department Revenue Source**

Fiscal Year	Department	Dept Revenue	Name	Active
✓ 2014	AGA	4211	FEDERAL GRANTS	Yes
2014	AGA	4231	STATE AND LOCAL GOVERNMENT GRANTS	Yes
2014	AGA	4347	INTER AGENCY REVENUE LEGAL	Yes
2014	AGA	4356	ATTORNEY GENERAL LEGAL SERVICES	Yes
2014	AGA	4369	INTER AGENCY REVENUE OTHER	Yes

First Prev [Next](#) Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

**General Information**

\*Fiscal Year : 2014

\*Department : AGA

\*Dept Revenue : 4211

\*Name : FEDERAL GRANTS

\*Short Name : FEDERAL GRANT

Contact :

Effective From :

Effective To :

Active : ☒

Budgeting : ☒

Description :

**Rollups**

Dept Revenue Class : 4210

Dept Revenue Category : 4200

Dept Revenue Type : 4200

Dept Revenue Group : 4000

**Extended Description**

Extended Description :

The Department Object Revenue Source table allows you to search by Fiscal Year, Department, Department Object or Name. The resulting table displays the revenue source data and information.

## Location Table

A fixed asset generally refers to a long-term and tangible asset. They are assets that are used for the state that are typically classified as property, plant and equipment. The state of Arizona has a number of fixed assets such as vehicles, furniture, fixtures and office equipment. AFIS helps us manage the location of the fixed assets so we know where each of our assets is stored and what agency is responsible for the fixed asset. The Location (LOC) table in AFIS allows you to define the location and associated information related to the location.

For example, you see that a security vehicle is located in location 3000. That of course means nothing to you. You can go to the location table and see that location 3000 is 2200 E Hillside Rd.

Jump to: LOC
Go

Location
Procurement | Budgeting | Accounts Receivable | Accounts Payable

Department	Location	Name	Active	Effective From	Effective To
WCA	1000	MAIN OFFICE- 3550 NORTH CENTRAL AVENUE	Yes		
WCA	2000	BASIC DATA - 1520 WEST ADAMS STREET	Yes		
✓ WCA	3000	PRESCOTT AMA - 2200 E HILLSDALE RD	Yes		
WCA	4000	PINAL AMA - 1000 E RACINE	Yes		
WCA	5000	TUCSON AMA - 400 W CONGRESS STE 518	Yes		

[First](#) [Prev](#) [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ General Information

\*Department : WCA

\*Location : 3000

\*Name : PRESCOTT AMA - 2200

\*Short Name : PRESCOTT AMA

Contact Code :

Address 1 :

Address 2 :

City :

State :

Zip :

County :

Country :

Effective From :

Effective To :

Active : ☒

Budgeting : ☒

Description :

Longitude :

Latitude :

▼ Rollups

Location Class :

Location Category :

Location Type : 2000

County :

The Location table allows you to search by department, location or name. The results show you the location name for particular code.

## Activity Table

The Activity (ACTV) table allows users to define valid Activities. An Activity is an internal program that is defined for budgeting and/or reporting purposes. Each Department within AFIS can define a separate set of Activity codes; and while they must be unique within a Department, they do not need to be unique across Departments.

Jump to: ACTV
Go

Activity

[Procurement](#)
[Budgeting](#)
[Accounts Receivable](#)
[Accounts Payabl](#)

Fiscal Year	Department	Activity	Name	Active
✓ 2015	100	123456	Instructor	Yes
2015	100	DH	Department Heads	Yes
2015	100	TR9876	Training Cost	Yes
2015	101	123456	Student 1	Yes
2015	101	DH	Student 1	Yes

First Prev [Next](#) Last

Save
Undo
Delete
Insert
Copy
Paste
Search

**General Information**

\*Fiscal Year : 2015

\*Department : 100

\*Activity : 123456

\*Name : Instructor

\*Short Name : Instructor

Contact Code :

Effective From :

Effective To :

Active : ☒

Budgeting : ☒

Description :

**Rollups/CAFR**

Activity Class :

Activity Category :

Activity Type :

Activity Group :

CAFR Activity Unit :

Major CAFR Activity Type :

Minor CAFR Activity Type :

Reimb Eligible : ☐

FACP Eligible : ☒

**Extended Description**

Extended Description :

[Top](#)  
[Populate for All Departments](#)

The Activity Table allows you to search by fiscal year, department or activity. The results show you the name of the activity as well as whether it is active or a budgeted activity code.



## Task

The Task (TASK) table allows users to define valid tasks in the AFIS system. A Task is an internal program that is required for budgeting and reporting purposes.

The screenshot shows the AFIS application interface for the 'Task' table. The top navigation bar includes the AFIS logo, a 'Jump to: TASK' dropdown, and links for Home, Personalize, Accessibility, App Help, and About. The left sidebar contains a 'Training - Financial' menu with options for Message Center, Search, Page Search, Document Catalog, Report Search, History, Favorites, and Administration. The main content area is titled 'Task' and features a table with columns: Department, Task, Name, Active, Effective From, and Effective To. The table lists five tasks, with the first one (Department 100, Task 100000, Name Instructor Division) selected. Below the table are navigation links (First, Prev, Next, Last) and a form for editing the selected task. The form includes fields for Department, Task, Name, Short Name, Contact Code, Effective From, Effective To, Active, Budgeting, and Description.

Department	Task	Name	Active	Effective From	Effective To
✓ 100	100000	Instructor Division	Yes		
101	101000	Student 1 Division	Yes		
102	102000	Student 2 Division	Yes		
103	103000	Student 3 Division	Yes		
104	104000	Student 4 Division	Yes		

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

\*Department : 100 Effective From :   
\*Task : 100000 Effective To :   
\*Name : Instructor Division Active : ☒  
\*Short Name : Instructor Div Budgeting : ☒  
Contact Code :  Description :

## Sub Task

The Sub Task (STASK) table allows users to define valid sub tasks in the AFIS system. A Sub Task is an internal program that is required for budgeting and reporting purposes.

The screenshot shows the AFIS application interface for the 'Sub Task' table. The top navigation bar is identical to the Task interface. The left sidebar is also identical. The main content area is titled 'Sub Task' and features a table with columns: Department, Task, Sub Task, Name, Active, Effective From Date, and Effective To Date. The table lists five sub tasks, with the first one (Department 100, Task 100000, Sub Task 987654, Name Instructor) selected. Below the table are navigation links (First, Prev, Next, Last) and a form for editing the selected sub task. The form includes fields for Department, Task, Sub Task, Name, Short Name, Contact Code, Effective From Date, Effective To Date, Active, Allowed for Budgeting, and Description.

Department	Task	Sub Task	Name	Active	Effective From Date	Effective To Date
✓ 100	100000	987654	Instructor	Yes		
101	101000	987654	Student 1	Yes		
102	102000	987654	Student 2	Yes		
103	103000	987654	Student 3	Yes		
104	104000	987654	Student 4	Yes		

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

\*Department : 100 Effective From Date :   
\*Task : 100000 Effective To Date :   
\*Sub Task : 987654 Active : ☒  
\*Name : Instructor Allowed for Budgeting : ☒  
\*Short Name : Instructor Description :   
Contact Code :

### ACTIVITY 3.1. ADD DECENTRALIZED COA CODES

#### Scenario

Your agency is realigning their Chart of Accounts and has asked you to add a new object and activity code.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

- A. Create a Department Object code.
  1. In the **Jump to** field, enter **DOBJ**.
  2. Click **Go**.
  3. Click **Insert**.
  4. In the new Department Object, in the **Fiscal Year** field, enter *the current fiscal year*.
  5. In the **Department** field, enter the data from *your student data card*.
  6. In the **Dept Object** field, enter the data from *your student data card*.
  7. In the **Name** field, enter the data from *your student data card*.
  8. In the **Short Name** field, enter the data from *your student data card*.
  9. Click **Save**.

The screenshot shows the AFIS web application interface. The top navigation bar includes the AFIS logo and links for Home, Personalize, Accessibility, App Help, and About. The main header shows the user is logged in as 'Student 7'. The left sidebar contains navigation links for Training - Financial, Message Center, Search, Page Search, Document Catalog, Report Search, History, Favorites, and Administration.

The main content area is titled 'Department Object'. It features a table with the following data:

Fiscal Year	Department	Dept Object	Name	Active
2014	ADA	3200	NETWORK ADMIN COCHISE COUNTY	Yes
2014	ADA	3210	NETWORK ADMIN COLORADO CITY	Yes
2014	ADA	3220	NETWORK ADMIN COTTONWOOD	Yes
2014	ADA	3260	NETWORK ADMIN FLAGSTAFF	Yes

Below the table, there are links for 'First', 'Prev', 'Next', and 'Last'. Below the table, there are links for 'Save', 'Undo', 'Delete', 'Insert', 'Copy', 'Paste', and 'Search'.

The 'General Information' section contains the following fields:

- Fiscal Year**: 2015
- Department**: 107
- Dept Object**: 1234
- Name**: Student 7
- Short Name**: Student 7
- Contact**:
- Effective From**:
- Effective To**:
- Active**: ☒
- Budgeting**: ☒
- Description**:

At the bottom, there is a 'Rollups' section with a 'Top' link.

- B. Create an Activity code.
  1. In the **Jump to** field, enter **ACTV**.

2. Click **Insert**.
3. In the new Activity, in the Fiscal Year field, enter ***the current fiscal year***.
4. In the Department field, enter the data from ***your student data card***.
5. In the Activity field, enter ACT123.
6. In the Name field, enter the data from your ***student data card***.
7. In the Short Name field, enter the data from your ***student data card***.

## Section 4 – Internal Purchase Orders

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### Learning Objectives

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In this lesson, you will:

- Examine the Internal Purchase Order document
- Create an Internal Purchase Order document
- Research the updates made by the Internal Purchase Order document
- Cancel an Internal Purchase Order document

### Lesson Overview

---

In AFIS, accounting transactions can take place between State Departments and within State Departments. When a transaction takes place between Departments it is called an Inter-Agency transaction. When a transaction takes place within a Department it is called an Intra-Agency transaction.

When recording an Inter-Agency transaction, one Department is the buyer and another Department is the seller. If the transaction involves **appropriated funds** and is for an **amount greater than or equal to \$1000**, the transaction requires the submission and approval of an Internal Purchase Order (IPO) document, which is used to establish an Internal Encumbrance for the buyer Department's appropriations.

An Internal Purchase Order (IPO) document is used to establish an Internal Encumbrance for the buyer Department's appropriation. A request is received by the department for the creation of an Internal Encumbrance. It's an encumbrance of funds, which could be for an internal service, or for an accounting transfer agreement. The request may be related to an internal service agreement or some other type of agreement with another department that impacts appropriated funds requiring an encumbrance. The department creates an IPO that encumbers monies and the Chart of Accounts information is entered on the IPO document.

Many times an agency will use an IPO to encumber funds for a transfer to another agency. For example, I may know that my agency is going to spend \$10,000 in printing services from another agency this quarter. I will do an IPO to encumber these funds so they aren't spent on some other purpose.

## 4.1. Review an Internal Purchase Order

---

### ACTIVITY 4.1. REVIEW AN INTERNAL PURCHASE ORDER (IPO) DOCUMENT

#### Scenario

Review the Internal Purchase Order to learn the different components

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

- Review the Internal Purchase Order
  - In the **Jump To** field, enter **IPO**.
  - In the **Dept.** field, enter the data from ***your student data card***.
  - Click the triangle to open the **document state** area.
  - Select **Final** phase
  - Select **Submitted** status.
  - Click **Browse**. The IPO's in final submitted status for the department entered are listed below
  - Click the hyperlink for the \$800 IPO.
- Review the components of the IPO with the Instructor.

The Internal Purchase Order document has 4 components that contain the information for the processing of the internal encumbrance transaction: the Header, Vendor, Accounting and Posting components.

#### 1. Header

The Header component stores values that apply to all components of the IPO document. In the Header component of the Internal Purchase Order, users can enter a date or allow this field to default based on the current system date when the document is submitted.

- **Record Date** – Enter a date or allow the system to default during document submission
- **Budget FY** – Enter a year or allow the system to default based on the Record Date
- **Fiscal Year** – Enter a year or allow the system to default based on the Record Date
- **Period** – Enter a valid value or allow the system to default based on the Record Date

The General Information tab contains descriptive fields and date information common to most document headers. The Header contains fields for Document Name and Description and displays amounts for the entire document.

## 2. Vendor

The Vendor component is not used on the Internal Purchase Order. Users must insert a line in the Vendor component because the Vendor line contains the accounting lines below it. However, after inserting a line on the Vendor component, all fields are left blank and the user continues data entry on the accounting lines.

## 3. Accounting

The Accounting component is where the majority of the data entry takes place. Users must first insert a line and then complete the required fields on the General Information and Fund Accounting tabs.

### *Accounting General Information*

The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate **Event Type** or select one from the pick list
- **Line Amount** – Enter an amount for the current line

The other fields on the General Information tab are optional, and include description and date information. This tab is also where the user can select an Accounting Template which will infer COA elements on the Fund Accounting and/or Detail Accounting tabs.

The screenshot displays the AFIS Accounts Payable interface for an Internal Purchase Order (IPO). The top navigation bar includes the AFIS logo and various utility links. The main header shows the document type as 'Internal Purchase Order(IPO)' with specific department, ID, version, function, and phase information. Below this, the 'Header' section contains fields for Vendor, Accounting, and Total Lines. The 'General Information' tab is selected, revealing a comprehensive set of data entry fields. These include mandatory fields like 'Event Type' and 'Line Amount', as well as optional fields for 'Line Description', 'Budget FY', 'Fiscal Year', 'Period', and various dates and amounts. The 'Posting' section at the bottom indicates that no lines have been posted yet. The interface is designed for detailed data entry and includes standard software controls like validation, submission, and printing.

### *Accounting – Fund Accounting*

The required fields on the Fund Accounting tab are:

- **Fund** – Enter the Fund code

- **Department** – Enter the Department code
- **Unit** – Enter the Department Unit
- **Appr Unit** – Enter the Appropriation Unit code
- **Object** – Enter the Object code
- **Task** – Enter the Task

The other fields on the Fund Accounting tab are optional but may be used to further identify the COA elements on the transaction.

The screenshot displays the AFIS Accounts Payable interface. At the top, there's a navigation bar with the AFIS logo and various utility links like 'Jump to: ACTV', 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below this is a header section for 'Internal Purchase Order(IPO)' with details: Dept: 107, ID: 150404000009, Ver.: 1, Function: New, Phase: Draft, and Modified by Student7, 04/04/2015. The main content area is divided into several tabs: 'General Information', 'Reference', 'Fund Accounting' (which is currently selected), and 'Detail Accounting'. The 'Fund Accounting' tab contains a grid with columns for 'Accounting Line', 'Line Amount', 'Line Closed Amount', 'Line Open Amount', and 'Event Type'. Below this grid, there are several input fields for COA elements: Fund, Sub Fund, Department, Unit, Sub Unit, Appr Unit, Object, Sub Object, Revenue, Sub Revenue, BSA, Sub BSA, OBSA, Sub OBSA, Dept Object, and Dept Revenue. Each field has a small green up arrow icon next to it. At the bottom of the interface, there's a 'Posting' section with 'Total Lines: 0' and 'Posting Line: none', and a row of buttons: 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

### ***Accounting – Detail Accounting***

All of the fields on the Detail Accounting tab are optional; however the Function field can be used to infer the necessary COA elements.

The screenshot displays the AFIS Accounts Payable interface. At the top, there is a navigation bar with the AFIS logo and various utility links like 'Jump to: ACTV', 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below this, a header section shows 'Welcome, Student 7' and navigation tabs for 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main content area is titled 'Internal Purchase Order(IPO)' and includes fields for 'Dept: 107', 'ID: 150404000009', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by Student7, 04/04/2015'. The 'Accounting' component is selected, showing a table with columns: 'Accounting Line', 'Line Amount', 'Line Closed Amount', 'Line Open Amount', and 'Event Type'. Below the table, there are tabs for 'General Information', 'Reference', 'Fund Accounting', and 'Detail Accounting'. The 'Detail Accounting' tab is active, displaying a grid of fields for 'Location', 'Sub Location', 'Activity', 'Sub Activity', 'Function', 'Sub Function', 'Reporting', 'Sub Reporting', 'Task', 'Sub Task', 'Task Order', 'Major Program', 'Program', 'Phase', and 'Program Period'. At the bottom, there is a 'Posting' section with buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

#### 4. Posting

The Posting component shows the accounting impact of the document. It shows values entered on the other components such as the Chart of Accounts elements, as well as many values that were not entered in the other components. No data can be entered into this component; posting lines are generated from the rest of the document data. Click the Eye icon to expand the posting details.

The Posting component will only show the posting lines for one Accounting Line at a time. To see the Posting Lines for a different Accounting Line, click on the Accounting component, select another Accounting Line, and then click the Posting component.

The screenshot displays the AFIS Accounts Payable interface with the 'Posting' component selected. The header and navigation sections are identical to the previous screenshot. The 'Posting' component shows a table with columns: 'Line', 'Function', 'Debit Posting', 'Credit Posting', 'Debit Posting Name', 'Credit Posting Name', 'Debit Amount', and 'Credit Amount'. Below the table, there are tabs for 'General Information', 'Reference', 'Fund Accounting', and 'Detail Accounting'. The 'Detail Accounting' tab is active, displaying a grid of fields for 'Location', 'Sub Location', 'Activity', 'Sub Activity', 'Function', 'Sub Function', 'Reporting', 'Sub Reporting', 'Task', 'Sub Task', 'Task Order', 'Major Program', 'Program', 'Phase', and 'Program Period'. At the bottom, there is a 'Posting' section with buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.



## 4.2. Create an Internal Purchase Order

An internal transaction may or may not include an encumbrance for the buyer department. When an encumbrance is required, it is the buyer department (sending a payment) that creates the Internal Purchase Order (IPO) document. Internal Purchase Order documents are created by navigating to the Document Catalog and creating a new document. When submitted and approved by the department level approver, the document updates the Accounting Journal (JACTG).

### ACTIVITY 4.2. CREATE AN INTERNAL PURCHASE ORDER (IPO) DOCUMENT

#### Scenario

You have received a request to create an Internal Purchase Order (IPO) to record an internal encumbrance on funds.

#### Setup

User is logged into the AFIS Home Page.

#### Steps

- A. Create a new Internal Purchase Order document.
  1. In the Secondary Navigation Panel, click **Search**.
  2. Click **Document Catalog**.
  3. Click the **Create** link.
  4. In the **Document Code** field, enter **IPO**.
  5. In the **Dept.** field, enter the data from *your student data card*.
  6. Check the box for **Auto Numbering**.

The screenshot shows the AFIS Document Catalog interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The left sidebar shows the 'Document Catalog' menu item highlighted. The main content area is titled 'Document Catalog' and contains a 'Search' section with a 'Document Identifier' form. The form has fields for 'Code' (set to 'IPO'), 'Unit', 'Dept.' (set to '107'), and 'ID'. Below the form is an 'Other Options' section with checkboxes for 'Auto Numbering' (checked) and 'Create Template' (unchecked). At the bottom of the form are 'Create' and 'Menu' links.

- Click **Create**. The new IPO document opens to the Header component.

**AFIS** | Welcome, Student 7 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Internal Purchase Order(IPO) | Dept: 107 | ID: 150404000010 | Ver.: 1 | Function: New | Phase: Draft | Modified by Student7, 04/04/2015

**Header**

**General Information** | Extended Description | Contact | Document Information

Document Name:  | Billing Location:

Record Date:  | Shipping Location:

Budget FY:  | Delivery Date:

Fiscal Year:  | Cited Authority:

Period:  | Actual Amount: \$0.00

Document Description:  | Closed Amount: \$0.00

Open Amount: \$0.00

Save | Undo

<b>Vendor</b>	Total Lines: 0	Vendor Line: none	Vendor Customer: none	Legal Name: none
<b>Accounting</b>	Total Lines: 0	Accounting Line: none	Line Amount: none	Line Open Amount: none
<b>Posting</b>	Total Lines: 0	Posting Line: none		

Copy | Validate | Submit | Discard | Print | Processing | Workflow | File | Close

- Complete the Header component of the document.

- In the Header component, on the General Information tab, in the **Document Name** field, enter *Internal Purchase Order*.
- In the Document Description field, enter Record an internal encumbrance on funds. At a minimum you will want to enter the document name and document description.

**General Information** | Extended Description | Contact | Document Information

Document Name: Internal Purchase Order | Billing Location:

Record Date:  | Shipping Location:

Budget FY:  | Delivery Date:

Fiscal Year:  | Cited Authority:

Period:  | Actual Amount: \$0.00

Document Description: Record an internal encumbrance on funds | Closed Amount: \$0.00

Open Amount: \$0.00

Save | Undo

- Navigate to and complete the Vendor component of the document.

- On the left side of the screen, click the **Open Document Navigator** arrow.
- In the Document Navigator Panel, click **Vendor**.

3. In the Vendor component, click the **Insert New Line** button (note: do not enter any Vendor Information). You must insert a line in the **Vendor** component because the Vendor line contains the Accounting lines below it. However, after inserting a line in the Vendor component, all fields are left blank.

The screenshot shows the AFIS Accounts Payable interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header displays the document type as 'Internal Purchase Order(IPO)' and provides details such as Department (107), ID (150404000010), Version (1), Function (New), and Phase (Draft). The 'Document Navigator' on the left lists components: Header, Vendor (selected), Accounting, and Posting. The 'Vendor' component is active, showing a table with columns: Vendor Line, Vendor Customer, Legal Name, and Line Amount. A single line is present with a line amount of 0. Below the table, the 'General Information' tab is selected, displaying fields for Vendor Customer, Legal Name, Alias/DBA, Vendor Contact ID, Vendor Contact Name, and Vendor Contact Phone. At the bottom, the 'Accounting' section shows 'Total Lines: 0' and 'Accounting Line: none'. The 'Insert New Line' button is visible in the Accounting section.

- D. Navigate to and complete the Accounting component of the document.
- E. Click on the **General Information** tab.
  1. In the Document Navigator Panel, click **Accounting**.
  2. In the Accounting component, click the **Insert New Line** button.
  3. On the General Information tab, in the **Event Type** field, enter **PR06**.
  4. In the **Line Amount** field, enter **\$1199.99**.

- F. Click the **Fund Accounting** tab. At a minimum, enter the following information on the Detail Accounting tab: fund, department, unit, appropriation unit, object, task.
1. In the **Fund** field, enter the data from *your student data card*.
  2. In the **Department** field, enter the data from *your student data card*.
  3. In the **Unit** field, enter the data from *your student data card*.
  4. In the **Appr Unit** field, enter the data from *your student data card*
  5. In the **Object** field, enter **7599**.

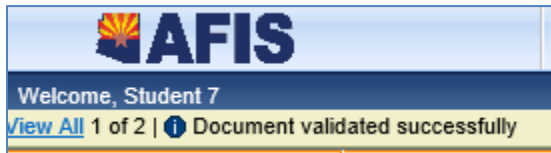
- G. Click the **Detail Accounting** tab.

1. In the **Task** field, enter the data from *your student data card*.

The screenshot shows the AFIS Accounting interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header displays 'Welcome, Student 7' and 'Internal Purchase Order(IPO)'. The document details show 'Dept: 107', 'ID: 150404000010', 'Ver.: 1', 'Function: New', and 'Phase: Draft'. The 'Accounting' section shows 'Total Lines: 1', 'Accounting Line: 0', 'Line Amount: \$0.00', and 'Line Open Amount:'. The 'Detail Accounting' tab is active, displaying fields for Location, Sub Location, Activity, Sub Activity, Function, Sub Function, Reporting, Sub Reporting, Task (107000), Sub Task, Task Order, Major Program, Program, Phase, and Program Period. A 'List View' button is visible on the right. At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

- H. Check the IPO document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document validated successfully."**



2. Click the **Submit** button to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully - Pending Approval."**



3. Record the Document ID of this document. # \_\_\_\_\_
4. Click **Close** to return to the Document Catalog.
5. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 4.3. Research Updates Made by Internal Purchase Orders

---

The Internal Purchase Order (IPO) document updates the Accounting Journal (JACTG) along with other journal and budget tables. Journals record all accounting transactions that are posted within AFIS. The Accounting Journal (JACTG) is the primary record of all accounting transactions within AFIS. Additional journals exist as subsets of the Accounting Journal and have certain types of accounting transactions that post to them.

### Accounting Journal (JACTG)

The Accounting Journal (JACTG) is used to query accounting transactions created in AFIS. There are thousands of records in the JACTG: search criteria is used to limit the records lines returned. Records returned from a search can be added together using the Calculate Total link to provide the total for all of the Posting Amounts for all documents returned by the search filters.

#### ACTIVITY 4.3. RESEARCH THE UPDATES MADE BY THE INTERNAL PURCHASE ORDER

##### Scenario

You want to verify that the Internal Purchase Order exists by searching the Accounting Journal.

##### Setup

User is logged into the AFIS Home Page.

##### Steps

- A. Navigate to the Accounting Journal.
  1. In the Jump to field, enter **JACTG**.
  2. Click Go.
- B. Search for the Internal Purchase Order document.
  1. In the **Department** field, enter the data from ***your student data card***.
  2. In the **Doc ID** field, enter the data from ***the previous activity***. You can also search by other fields such as fund or appropriation unit.
  3. In the **Doc CD** field, enter ***IPO***. *This is not required but if you know the code you can narrow down the search.*

Search - Internet Explorer

http://finance.az.gov/webapp/FINTRAIN2/advantage/AMSIImages/Empty.htm

Run Tm :  Revenue :

Doc Record Date :  BSA :

Fiscal Period :  Activity :

Fiscal Year :  Major Program :

Budget FY :  Program :

Posting Code :  Phase :

Department :  Program Period :

Fund :  Doc CD :

Appr Unit :  Doc Dept :

Unit :  Doc ID :

Function :  Vendor Customer :

Object :

Ok Clear Cancel

Many search fields allow for flexibility

4. Click **Ok**.

C. Observe the document information in the Accounting Journal.

AFIS

Welcome, Student 7

Jump to: JACTG

Procurement Budgeting Ac

Training - Financial

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Accounting Journal

Run Tm	Document	Doc Pstng Ln	Dr/Cr	Pstng Am
04/05/2015	<a href="#">IPO.107.150404000010.1</a>	1	D	\$199.99
04/05/2015	<a href="#">IPO.107.150404000010.1</a>	1	C	(\$199.99)

First Prev Next Last Download

Copy Search

Calculate Total Calculated Amount :

General Accounting

Doc Record Date : 04/04/2015 Posting Pair : A

Fiscal Period : 10 Posting Code : P005

Fiscal Year : 2015 Dr/Cr : D

Budget FY : 2015 Ln Func : Standard

Fiscal Quarter : 4 Pstng Am : \$199.99

Event Category : PR Incr/Dcrs : I

Event Type : PR06 Run Tm : 04/05/2015

Bank Account :

Fund Accounting

Organizational

Cost Accounting

1. Select the line for the IPO document in the grid.

Observe the sections displayed in the scalar.

Click the **Document** link in the grid. The IPO document opens.

Explore the document in read-only mode.

D. Close out and return to the Home Page.

1. Click **Close** in the IPO document screen.

2. Click Home in the Primary Navigation Panel to return to the Home Page.

## 4.4. Modify/Cancel an Internal Purchase Order

---

When an Internal Purchase Order (IPO) document contains errors, it must be modified or cancelled (whether a modification or cancellation is used depends on the document phase.) If the document is in Draft phase pending approval, then it can be modified by editing the existing document or cancelled by discarding the existing document. If the document is in Final phase, then it cannot be edited; it can only be discarded and replaced with a new document. When discarding a document in Final phase, a Cancellation version of the document is created in Draft phase and must be submitted for approval in order to reverse the changes processed by the original document.

### ACTIVITY 4.4. CANCEL AN INTERNAL PURCHASE ORDER

#### Scenario

You have received a request to cancel an Internal Purchase Order document that was created in error.

#### Setup

User is logged into the AFIS Home Page.

#### Steps

- A. Search for the Internal Purchase Order document.
  1. In the Secondary Navigation Panel, click **Search**.
  2. Click **Document Catalog**.
  3. In the **Code** field, enter **IPO**.
  4. In the **Dept.** field, enter the data from **your student data card**.
  5. In the **ID** field, enter the **Document ID created in Activity 4.3**.
  6. Click **Search**.
  7. In the grid, click the **ID** link for the IPO document. The document opens.



AFIS

Welcome, Student 7

Jump to: JACTG Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

Internal Purchase Order(IPO) Dept: 107 ID: 150404000010 Ver.: 1 Function: New Phase: Final Modified by Student7, 04/04/2015

Document Navigator

- Header
- Vendor
- Accounting
- Posting

Header

List View

General Information Extended Description Contact Document Information

Document Name: Internal Purchase Order

Record Date: 04/04/2015

Budget FY: 2015

Fiscal Year: 2015

Period: 10

Document Description: Record an internal encumbrance on funds

Billing Location:

Shipping Location:

Delivery Date:

Cited Authority:

Actual Amount: \$199.99

Closed Amount: \$0.00

Closed Date:

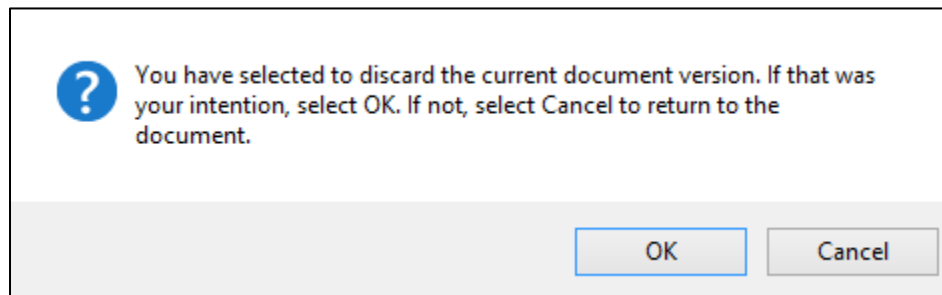
Open Amount: \$199.99

Referenced Amount: \$0.00

Edit Copy Copy Forward Discard Print Processing Workflow File Close

B. Create a cancellation version of the Internal Purchase Order document.

1. In the document, click the **Discard** button.
2. A pop-up window is displayed asking if you are sure, click **Ok**.



3. The new Cancellation version of the document is created in Draft phase.

AFIS

Welcome, Student 7

Jump to: JACTG Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

Internal Purchase Order(IPO) Dept: 107 ID: 150404000010 Ver.: 2 Function: Cancellation Phase: Draft Modified by Student7, 04/04/2015

4. Click Validate.
  5. If the document validates successfully, click Submit.
- C. Close out and return to the Home Page.
1. Click Close in the IPO document screen.
  2. Click Home in the Primary Navigation Panel to return to the Home Page.

## Section 5 – Internal Exchange Transaction (IET)

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### Learning Objectives

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In this lesson, you will:

- Examine the Internal Exchange Transaction document
- Create an Internal Exchange Transaction document
- Research the updates made by the Internal Exchange Transaction document
- Cancel an Internal Exchange Transaction document

### Lesson Overview

---

The Internal Exchange Transaction (IET) document can be used to record both intra-agency and inter-agency fund transfers in a single document. The expectation is that the COA and posting information for both/all parties is known by the creator of the IET document. An IET document can reference and either partially or fully liquidate an Internal Purchase Order (IPO) document.

### 5.1. Review an Internal Exchange Transaction

---

Documents in AFIS contain various components (sometimes referred to as 'sections'). Internal Exchange Transaction (IET) documents contain four components. As a rule of thumb, it's a good idea for the agency that is requesting the funds to be the initiator. Think of it like this, you want the money then you need to do the work.

#### ACTIVITY 5.1. REVIEW AN INTERNAL EXCHANGE TRANSACTION DOCUMENT

##### *Scenario*

Review the Internal Exchange Transaction Document to learn the different components

##### *Setup*

- ✓ User is logged into the AFIS Home Page.

##### *Steps*

- A. Review the Internal Purchase Order
  1. In the **Jump To** field, enter **IET**.
  2. In the **Dept.** field, enter the data from **your student data card**.
  3. Click the triangle to open the **document state** area.
  4. Select **Final** phase

5. Select **Submitted** status.
6. Click **Browse**. The IETs in final submitted status for the department entered are listed below
7. Click the hyperlink for the \$500 IET.

B. Review the components of the **IET** with the Instructor.

The Internal Exchange Transaction document has 4 components that contain the information for the processing of the exchange transaction: the Header, Exchange Details, Second Party Accounting and Posting component.

### 1. Header

The Header component stores values that apply to all components of the IET document. In the Header component of the Internal Purchase Order, users can enter a date or allow this field to default based on the current system date when the document is submitted.

- **Record Date** – Enter a date or allow the system to default during document submission
- **Budget FY** – Enter a year or allow the system to default based on the Record Date
- **Fiscal Year** – Enter a year or allow the system to default based on the Record Date
- **Period** – Enter a valid value or allow the system to default based on the Record Date
- **Initiator** - Select **Provider/Seller** if the first party is receiving cash. Select **Receiver/Buyer** if the 1<sup>st</sup> party is sending cash.

### Initiator –Exchange Details

The Header component stores values that apply to all components of the IET document. In the Header component of the Internal Purchase Orders, users can enter a date or allow this field to default based on the current system date when the document is submitted.

The exchange details section has 6 tabs: General Information, 2nd Party Information, 1st Party Reference, 1st Party Fund Accounting, 1st Party Detail Accounting, 1st Party Service Dates.

General Information	2nd Party Information	1st Party Reference	1st Party Fund Accounting	1st Party Detail Accounting	1st Party Service Dates
<div> <div>Event Type: IN04</div> <div>Bank: BK01</div> </div> <div> <div>Accounting Template:</div> <div>Line Amount: \$500.00</div> <div>Calculated Amount: \$500.00</div> </div>					

### Exchange Details – General Information

The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate Event Type or select one from the pick list
- **Line Amount** – Enter an amount for the current line

#### ***Exchange Details – 1st Party Fund Accounting***

The required fields on the 1<sup>st</sup> Party Fund Accounting Tab are:

- **Fund**
- **Department**
- **Unit**
- **Appropriation Unit**
- **Object and Revenue (if applicable)**

#### ***Exchange Details – 1st Party Detail Accounting***

If you have entered a function on the 1<sup>st</sup> party details accounting tab then it may have inferred the task. If the task is not inferred then you will want to enter it here.

## **2. 2nd Party Accounting**

The 2nd Party Accounting component contains information that pertains to the 2nd Party in the transaction. Users must first insert a line and then complete the required fields on the General Information and Fund Accounting tabs.

The screenshot shows the 'General Information' tab selected in a software interface. The fields visible are:

- Event Type:** IN04
- Accounting Template:** A text field with a green up arrow icon to its right.
- Line Description:** A large text area with a vertical scroll bar.
- Line Amount:** \$500.00
- PY Accrual/Clearing %:** A text field.

#### ***2nd Party Accounting – General Information***

The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate Event Type or select one from the pick list
- **Line Amount** – Enter an amount for the current line

The other fields on the General Information tab are optional and include description and date information. This tab is also where the user can select an Accounting Template which will infer COA elements on the Fund Accounting and/or Detail Accounting tabs.

***Accounting – Fund Accounting***

The required fields on the Fund Accounting tab are:

**Fund** – Fund code

**Department** – Department code

**Unit** – Unit code

**Appr Unit** – Appropriation Unit

**Object** – This field is conditionally required based on the Initiator or Event Type entered

**Revenue** – This field is conditionally required based on the Initiator or Event Type entered

The other fields on the Fund Accounting tab are optional but may be used to further identify the COA elements on the transaction.

***Accounting – Detail Accounting***

All of the fields on the Detail Accounting tab are optional; however the Function field can be used to infer the necessary COA elements.

**3. Posting**

All of the fields on the Posting tab are populated. Enter nothing here.

## 5.2. Create an Internal Exchange Transaction

### ACTIVITY 5.2. CREATE AN INTERNAL EXCHANGE TRANSACTION

#### Scenario

You have received a request to create an Internal Exchange Transaction (IET) document to record an internal transfer of funds.

#### Setup

User is logged into the AFIS Home Page.

#### Steps

- A. Create a new Internal Exchange Transaction document.
  1. In the **Jump To** enter **IET**.
  2. In the **Dept.** field, enter the data from ***your student data card***.
  3. Check the box for **Auto Numbering**.
  4. Click **Create**. The new IET document opens to the Header component.

The screenshot displays the AFIS software interface for creating an Internal Exchange Transaction (IET). The top navigation bar includes the AFIS logo and various utility links like Home, Personalize, Accessibility, App Help, and About. Below this, a breadcrumb trail shows the user's path: Welcome, Student 7 > Procurement > Budgeting > Accounts Receivable > Accounts Payable. The main title bar indicates the document type as 'Internal Exchange Transaction(IET)' with details like Dept: 107, ID: 150404000028, Ver.: 1, Function: New, Phase: Draft, and a modification timestamp of 04/04/2015 by Student7. The 'Header' component is the primary focus, containing several input fields: 'Document Name' (with a dropdown arrow), 'Record Date' (with a calendar icon), 'Budget FY' (with a dropdown arrow), 'Fiscal Year' (with a dropdown arrow), 'Period' (with a dropdown arrow), 'Document Description' (with a dropdown arrow), 'Initiator' (set to 'Provider/Seller' with a dropdown arrow), and 'Delivery Date' (with a calendar icon). An 'Additional Information' field is also present. The 'Actual Amount' is displayed as \$0.00. Below the header, there are three summary sections: 'Exchange Details' (Total Lines: 0, Line Number: none, Vendor Customer: none, Legal Name: none), '2nd Party Accounting' (Total Lines: 0, Line Number: none, Line Amount: none), and 'Posting' (Total Lines: 0, Posting Line: none). At the bottom, a toolbar provides actions such as Save, Undo, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

- B. Complete the Header component of the document.
  1. In the Header component, on the General Information tab, in the **Document Name** field, enter ***Internal Exchange Transaction***.
  2. In the **Document Description** field, enter **Record an internal transfer of funds**.
  3. In the Initiator field, select **Provider/Seller**.

The screenshot shows the AFIS Accounts Payable interface. At the top, there's a navigation bar with links like Home, Personalize, Accessibility, App Help, and About. Below this is a header section for the Internal Exchange Transaction (IET) document. The document is titled 'Internal Exchange Transaction(IET)' and is in 'Draft' phase. The 'General Information' tab is selected, showing fields for Document Name (Internal Exchange Transaction), Initiator (Provider/Seller), Record Date, Budget FY, Fiscal Year, Period, and Document Description (Record an internal transfer of funds). The Actual Amount is \$0.00. Below the header, there are sections for Exchange Details, 2nd Party Accounting, and Posting, all showing zero values. At the bottom, there are buttons for Save, Undo, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

C. Navigate to the Exchange Details component.

1. On the left side of the screen, click the **Open Document Navigator** arrow.
2. In the Document Navigator Panel, click **Exchange Details**.

The screenshot shows the AFIS Accounts Payable interface with the Document Navigator open on the left. The 'Exchange Details' component is selected. The 'Exchange Details' section shows a table with columns: Line Number, Vendor Customer, Legal Name, Line Amount, and Event Type. Below the table, there's a 'General Information' tab with fields for Event Type, Accounting Template, Line Amount, and Calculated Amount. There are also buttons for Insert New Line, Insert Copied Line, and Edit with Grid. At the bottom, there are buttons for Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

D. Complete the Exchange Details component of the document.

1. In the Exchange Details component, click the **Insert New Line** button.
2. On the General Information tab, in the **Event Type** field, enter **IN04**.
3. In the **Line Amount** field, enter **\$500**.

The screenshot shows the AFIS Internal Exchange Transaction (IET) screen. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header displays the user 'Student 7' and the current transaction details: Dept: 107, ID: 150404000028, Ver.: 1, Function: New, Phase: Draft, and Modified by Student7 on 04/04/2015. The left sidebar contains a Document Navigator with options for Header, Exchange Details (selected), 2nd Party Accounting, and Posting. The main content area is titled 'Exchange Details' and shows a table with one line item (Line Number 0, Vendor Customer, Legal Name, Line Amount, Event Type). Below the table, the 'General Information' tab is active, displaying fields for Event Type (IN04), Accounting Template, Line Amount (500), and Calculated Amount. The bottom of the screen features a toolbar with buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

4. Click the 1st Party Fund Accounting tab.
5. In the Fund field, enter **AD4204**.
6. In the Department field, enter **ADA**.
7. In the Unit field, enter **2700**.
8. In the **Appr Unit** field, enter **AD43001**.
9. In the **Revenue** field, enter **4346**.

The screenshot shows the AFIS Internal Exchange Transaction (IET) screen with the '1st Party Fund Accounting' tab selected. The main content area displays a form with various fields for funding and accounting. The 'Fund' field is set to AD4204, and the 'Department' field is set to ADA. The 'Revenue' field is set to 4346. Other fields include Sub Fund, Sub Object, Sub Revenue, BSA, Sub BSA, OBSA, Sub OBSA, Dept Object, and Dept Revenue. The bottom of the screen features a toolbar with buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

10. Click the 1st Party Detail Accounting tab
11. In the **Task** field, enter 800000.



12. In the **Sub Task** field, enter 850000.

The screenshot shows the AFIS Internal Exchange Transaction (IET) form. The 'Document Navigator' on the left has 'Exchange Details' selected. The main form is titled 'Exchange Details' and shows 'Total Lines: 1', 'Line Number: 0', 'Vendor Customer:', and 'Legal Name:'. Below this is a table with columns 'Line Number', 'Vendor Customer', 'Legal Name', 'Line Amount', and 'Event Type'. The table contains one line with 'Line Number' 0. Below the table are tabs for 'General Information', '2nd Party Information', '1st Party Reference', '1st Party Fund Accounting', '1st Party Detail Accounting' (selected), and '1st Party Service Dates'. The '1st Party Detail Accounting' tab contains fields for 'Location', 'Sub Location', 'Activity', 'Sub Activity', 'Function', 'Sub Function', 'Reporting', 'Sub Reporting', 'Task' (800000), 'Sub Task' (850000), 'Major Program', 'Program', 'Phase', and 'Program Period'. At the bottom are buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

E. Navigate to and complete the 2nd Party Accounting component of the document.

1. In the Document Navigator Panel, click **2<sup>nd</sup> Party Accounting**.
2. In the Accounting component, click the **Insert New Line** button.
3. In the **Line Amount** field, enter **\$500**.

The screenshot shows the AFIS Internal Exchange Transaction (IET) form. The 'Document Navigator' on the left has '2nd Party Accounting' selected. The main form is titled '2nd Party Accounting' and shows 'Total Lines: 1', 'Line Number: 0', and 'Line Amount:'. Below this is a table with columns 'Line Number', 'Line Amount', and 'Event Type'. The table contains one line with 'Line Number' 0. Below the table are tabs for 'General Information' (selected), 'References', 'Fund Accounting', 'Detail Accounting', and 'Service Dates'. The 'General Information' tab contains fields for 'Event Type', 'Accounting Template', 'Line Description', 'Line Amount' (500), 'PY Accrual/Clearing %', 'Budget FY', 'Fiscal Year', 'Period', 'Bank', 'Billing Profile', 'AR Dept', 'AR Unit', and 'Central Statement BPRO'. At the bottom are buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

4. Click the **Fund Accounting** tab.
5. In the **Department** field, enter the data from your student data card.
6. In the **Object** field, enter 6251.

The screenshot shows the AFIS Internal Exchange Transaction (IET) screen. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header displays the user's name (Student 7) and the current transaction details: Dept: 107, ID: 15040400028, Ver.: 1, Function: New, Phase: Draft, and Modified by Student7 on 04/04/2015. The left sidebar contains a Document Navigator with options for Header, Exchange Details, 2nd Party Accounting (selected), and Posting. The main content area is titled "2nd Party Accounting" and shows a table with columns for Line Number, Line Amount, and Event Type. Below the table, there are tabs for General Information, References, Fund Accounting (selected), Detail Accounting, and Service Dates. The Fund Accounting tab displays various fields for accounting details, including Fund, Sub Fund, Department, Unit, Sub Unit, Appr Unit, Object, Sub Object, Revenue, Sub Revenue, BSA, Sub BSA, OBSA, Sub OBSA, Dept Object, and Dept Revenue. At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

7. Click the **Detail Accounting Tab**

8. In the **Function** field, enter the data from *your student data card*.

The screenshot shows the AFIS Internal Exchange Transaction (IET) screen with the Detail Accounting tab selected. The top navigation bar and header information are the same as in the previous screenshot. The left sidebar also remains the same. The main content area is titled "2nd Party Accounting" and shows the same table structure. The Detail Accounting tab displays various fields for accounting details, including Location, Sub Location, Activity, Sub Activity, Function, Sub Function, Reporting, Sub Reporting, Task, Sub Task, Task Order, Major Program, Program, Phase, and Program Period. The Function field is populated with the value "107520". At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

F. Check the IET document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document validated successfully."**
2. Click the **Submit** button to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully - Pending Approval."**
3. Click **Close** to return to the Document Catalog.
4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## SECTION 6 - INTER-AGENCY TRANSFER

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### Learning Objectives

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In this lesson, you will:

- Examine the Inter-Agency Transfer Expenditure documents
- Create an Internal Transaction Initiator document
- Create an Internal Transaction Agreement document
- Research the updates made by the Inter-Agency Transfer Expenditure documents

### Lesson Overview

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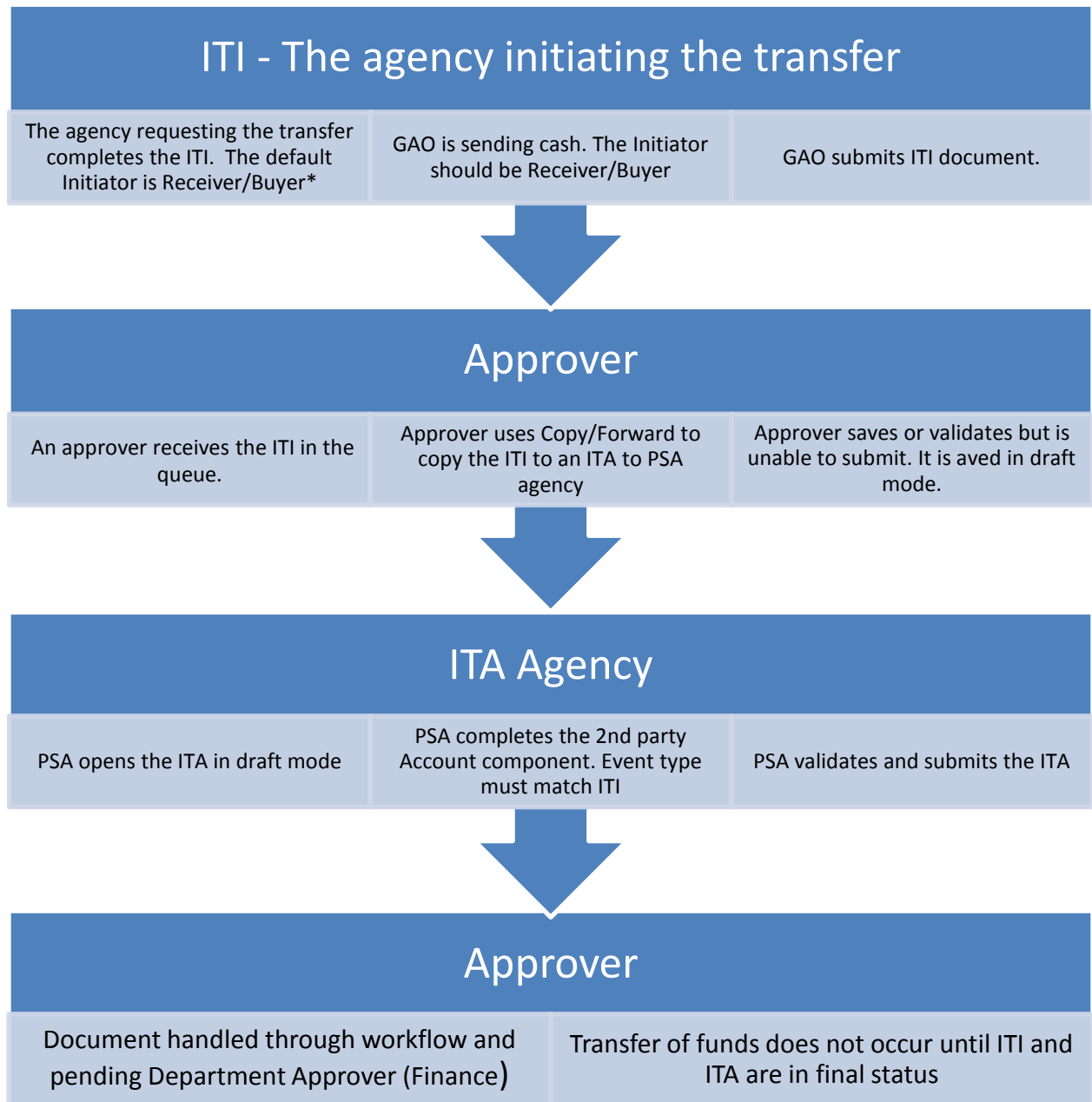
A transfer of funds between agencies when the buyer and seller sides are to be processed by separate parties can begin with or without the creation of an encumbrance document. If no encumbrance is needed, the process begins with the creation of an Internal Transaction Initiator (ITI) document which is then copied forward to an Internal Transaction Agreement (ITA) document. If an Internal Purchase Order (IPO) has been created, it can be used as a reference document for an Inter-Agency Transfer Expenditure.

This process uses a two-document method that involves the first department (Party 1) creating an Internal Transaction Initiator (ITI) document that references the IPO, followed by the creation of an Internal Transaction Agreement (ITA) document that allows the second department (Party 2) to view and accept the amount billed/paid, enter the COA elements, and amount being transferred.

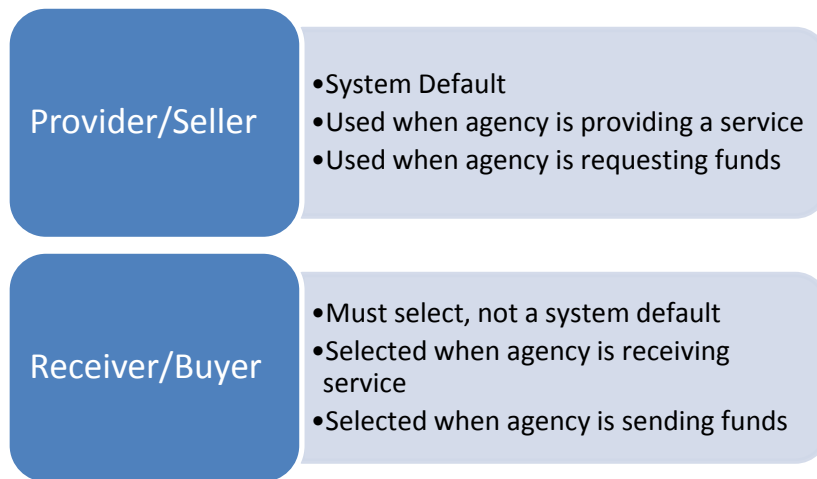
There are many times when one agency provides services to another agency and needs to collect funds for payment. Typically the agency that is requesting the money does the work. It's easy to remember that way, if you do the ITI (the work) then you are responsible for requesting your payment.

**Note:** Event Type for ITI and ITA must be the same.

Example: GAO (General Accounting Office) processing an ITI to send funds to DPS (Department of Public Safety) for fingerprint payments.



### \* Initiator Box



If the agency providing services and receiving cash is creating the ITI then the **initiator** is the **Provider/Seller**.

**Initiator** is **Receiver/Buyer** if the first party is sending the funds or receiving the services.

## 6.1. Review an Internal Exchange Transaction

### ACTIVITY 6.1. REVIEW AN INTERNAL TRANSACTION INITIATOR DOCUMENT

#### Scenario

Review the Internal Transaction Initiator document to learn the different components

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

- Review the **Internal Transaction Initiator** document.
  - In the **Jump To** field, enter **ITI**.
  - In the **Dept.** field, enter the Department **100**.
  - Select the hyperlink for Document number **141007000022** to open the ITI.

### Internal Transaction Initiator Header

The Header component of the ITI document contains information that applies to the entire document. The General Information tab is the only tab that requires user input. The General Information tab has fields for reporting description and date information, as well as selecting the Initiator of the two document transaction method. The date field, Record date, Budget FY, Fiscal Year, and Period, can either be entered by the user or allowed to default if left blank.

If the agency providing services and receiving cash is creating the ITI then the **initiator** is the **Provider/Seller**.

**Initiator** is **Receiver/Buyer** if the first party is sending the funds or receiving the services.

## Internal Transaction Initiator Vendor

The Vendor component on the ITI document will not be used and requires no data entry by the user.

## Internal Transaction Initiator Accounting

The Accounting component contains tabs for collecting the COA information for the document initiator. In this component, the General Information, Reference, Fund Accounting, and Detail Accounting tabs are available. An Accounting Template or Function can be used on the Accounting component to infer the COA elements on the Fund Accounting and Detail Accounting tabs. An Event Type must also be selected on the Accounting line.

## 6.2. Create an Internal Transaction Initiator Document

### ACTIVITY 6.2. CREATE AN INTERNAL TRANSACTION INITIATOR DOCUMENT

#### Scenario

Your agency has provided motor pool services to another agency and need to request payment for services.

#### Setup

User is logged into the AFIS Home Page.

#### Steps

- A. Create a new Internal Exchange Transaction document.
  1. In the **Jump To** enter **ITI**.
  2. In the **Dept.** field, enter the data from *your student data card*.
  3. Check the box for **Auto Numbering**.
  4. Click **Create**. The new ITI document opens to the Header component.

The screenshot shows the AFIS Internal Transaction Initiator (ITI) document header component. The window title is "Welcome, Training 2" and the menu bar includes "Procurement", "Budgeting", "Accounts Receivable", and "Accounts Payable". The breadcrumb trail is "Internal Transaction Initiator(ITI) | Dept: 100 | ID: 150601000024 | Ver.: 1 | Function: New | Phase: Draft | Modified by Training2, 05/01/2015". The "Header" tab is selected, and the "General Information" sub-tab is active. The form contains the following fields and values:

- Document Name:** (empty dropdown)
- Record Date:** (calendar icon)
- Budget FY:** (empty text box)
- Fiscal Year:** (empty text box)
- Period:** (empty text box)
- Document Description:** "Printing Services" (dropdown)
- Document Amount:** "\$0.00"
- Closed Amount:** "\$0.00"
- Closed Date:** (empty text box)
- Initiator:** "Provider/Seller" (dropdown)
- Delivery Date:** (calendar icon)
- Additional Information:** (empty text box)

At the bottom of the window, there is a status bar with "Save" and "Undo" buttons, and a summary table:

Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer:	Legal Name:
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$0.00	

- B. Complete the Header component of the ITI document.
  1. On the General Information tab, in the **Initiator** field, select **Provider/Seller**.
  2. In the document description area, type motor pool services.
- C. Complete the Accounting component of the document.
  1. Click the **Accounting** component at the bottom of the screen.
  2. In the General Information tab, in the **Event Type** field, enter **INZ3**.

3. In the **Line Amount** field, enter **500**.

The screenshot shows the 'Internal Transaction Initiator(TI)' window. The 'Accounting' tab is active, displaying a table with one line item. The 'Line Amount' field is set to 500.00. The 'Event Type' is INZ3. The 'Closed Date' is empty. The 'General Information' tab is selected, showing fields for Event Type, Accounting Template, Description, Line Amount (500.00), Closed Date, Budget FY, Fiscal Year, Period, Bank, Service From, Service To, Billing Profile, AR Dept, and AR Unit.

4. Click the **Fund Accounting** tab.
5. In the **Department** field, enter **ADA**.
6. In the **Revenue** field, enter **4346**.

The screenshot shows the 'Internal Transaction Initiator(TI)' window with the 'Fund Accounting' tab selected. The 'Department' field is set to ADA and the 'Revenue' field is set to 4346. Other fields include Fund, Sub Fund, Unit, Sub Unit, Appr Unit, Object, Sub Object, Revenue, Sub Revenue, BSA, Sub BSA, OBSA, Sub OBSA, Dept Object, and Dept Revenue.

7. Click the **Detail Accounting** tab.
8. In the **Function** field, enter **Motor12345**.



D. Check the ITI document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the Validate button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document validated successfully."**
2. Write down the Document ID # \_\_\_\_\_
3. Click the **Submit** button.
4. Click **Close** to return to the Document Catalog.
5. Click **Home** to return to the Home Page.

*Note: In the live environment the document will be handled through workflow and will show pending until the appropriate person approves the request. Once that person approves the request he or she validates the document and copies it forward to the sending agency by using an ITA document. .*

## 6.3. ITI Approver Activity

### ACTIVITY 6.3. APPROVE THE ITI AND COPY FORWARD TO AN ITA

#### Scenario

You are now the approver for the ITI that you created earlier. In the live environment the approver will not be you but we are playing that role in class so you can also see how an ITA is processed.

- A. Search for and open the Final ITI document.
  1. In the **Jump To** box, enter **ITI**.
  2. In the **Dept** field, enter the data from *your student data card*.
  3. Click **Browse**.

Code	Dept	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
ITI	100	141007000022	No	1	New	Final	Submitted	10/7/14	Training	\$500.00	Yes	
ITI	100	141007000023	No	1	New	Final	Submitted	10/7/14	Training	\$500.00	Yes	
ITI	100	150601000024	No	1	New	Final	Submitted	6/1/15	Training2	\$500.00	Yes	

4. Click the hyperlink to open the ITI document previously created.
- B. Create the ITA document using **Copy Forward** from the ITI.
  1. In the ITI document, click **Copy Forward**.

Internal Transaction Initiator (ITI) Dept: 100 ID: 150601000024 Ver.: 1 Function: New Phase: Final Modified by: Training2, 06/01/2015

**Header**

**General Information** | 1st Party Information | Extended Description | Document Information

Document Name:

Record Date: 06/01/2015

Budget FY: 2015

Fiscal Year: 2015

Period: 12

Document Description:

Document Amount: \$500.00

Closed Amount: \$0.00

Closed Date:

Initiator: Provider/Seller

Delivery Date:

Additional Information:

Vendor: Total Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:

Accounting: Total Lines: 1 Accounting Line: 1 Line Amount: \$500.00

Buttons: Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, Close

2. On the **Copy Forward** screen, in the **Doc Department Code** field, enter the data from your *student data card*. This is the agency that is responsible for completing the ITA.

Welcome, Training 2

Procurement | Budgeting | Accounts Receivable | Accounts Payable

Training2 - Financial

Message Center

Search

History

Favorites

Administration

### Copy Forward

From Document

Category : INT Doc Dept : 100

Type : ITI Doc Unit :

Code : ITI ID : 150601000024

Select Entire Document : ☒ Version : 1

To Document

Doc. Department Code : 100 Document Id :

Unit Code : Auto Numbering : ☒

Target Doc Type	Target Doc Code	Description
<input checked="" type="checkbox"/> ITA	ITA	Create ITA from ITI

First Prev Next Last

OK Cancel

3. Select the **Auto Numbering** check box. This will auto-number the ITA.
4. Select the **Target Doc Type** of ITA.
5. Click **OK**. The ITA document opens.
6. Write down this **Document ID #** \_\_\_\_\_
7. Click **Close**. This leaves the ITA document in the Draft phase.
8. Click **Home** in the Primary Navigation Panel to return to the Home page. The approving party is now finished and it is up to the party providing the funds to approve the ITA that is in his or her queue in draft phase.

## 6.4. Internal Transaction Agreement

### Internal Transaction Agreement

The second document in the Internal Transaction two-document method is the Internal Transaction Agreement (ITA) document. This document is created by using **Copy Forward** from an Internal Transaction Initiator document.

### Internal Transaction Agreement Initiator Reference

The Initiator Reference component contains the information copied forward from the ITI document and should not be changed.

*Note: If errors are present, the document must be discarded and the ITI corrected in order to create a new ITA document.*

Welcome, Training 2 | Internal Transaction Agreement (ITA) | Dept: 100 | ID: 150601000024 | Ver.: 1 | Function: New | Phase: Draft | Modified by: Training2\_06/01/2015

**Header**  
**Initiator Reference** Total Lines: 1 Vendor Line: 1

Vendor Line	Initiator Doc Code	Initiator Doc Dept	Initiator Doc ID	Initiator Vendor Line	Initiator Accounting Line	Line Amount	Event Type ID
1	ITI	100	150601000024	1	1	\$500.00	INZ3

From 1 to 1 Total: 1

**Initiator Reference** General Information | 2nd Party Information | 1st Party Reference | 1st Party Fund Accounting | 1st Party Detail Accounting | 1st Party Service Dates

Initiator Doc Code: ITI  
 Initiator Doc Dept: 100  
 Initiator Doc ID: 150601000024

Initiator Vendor Line: 1  
 Initiator Accounting Line: 1

**2nd Party Accounting** Total Lines: 0 Line Number: none Line Amount: none  
**Posting** Total Lines: 0 Posting Line: none

### Internal Transaction Agreement 2nd Party Accounting

The 2<sup>nd</sup> Party Accounting component contains tabs for collecting the information for the 2<sup>nd</sup> Party in the transaction. In this component, the General Information, Reference, Fund Accounting, and Detail Accounting tabs are available. An Event Type must be selected on the General Information tab.

### Internal Transaction Agreement Posting

The Posting line does not require data entry by the user. It displays information that is gathered from the other components of the document. Posting lines contain a summary of the Function as well as Debit/Credit posting codes and amounts contained in the Internal Transaction Agreement. The Eye icon on the right displays the details for each posting line, reflecting the General Information, Fund Accounting, and Detail Accounting for the Internal Transaction Agreement.

AFIS

Welcome, Student 7

Jump to: IET Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

View All 1 of 2 This posting is not allowed by BFY Profile A, stage 3 (A2079)

Internal Transaction Agreement(ITA) Dept: 100 ID: 141007000022 Ver.: 1 Function: New Phase: Final Modified by Training , 10/07/2014

Header

Initiator Reference Total Lines: 1 Vendor Line: 1

2nd Party Accounting Total Lines: 1 Line Number: 1 Line Amount: \$500.00

Posting Total Lines: 3 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Liquidation	P006 P005	Res Encumbrance Encumbrance	\$500.00	\$500.00
2	Non-Standard	A001 R024	Cash Internal CR	\$500.00	\$500.00
3	Non-Standard	D025 A001	Internal CE Cash	\$500.00	\$500.00

From 1 to 3 Total: 3

First Previous Next Last

Go to line: Go

Edit Copy Copy Forward Discard Print Processing Workflow File Close

## 6.5. Create an Internal Transaction Agreement Document

### ACTIVITY 6.5. CREATE AN INTERNAL TRANSACTION AGREEMENT DOCUMENT

#### Scenario

You have checked your queue and see a request for \$500 to be transferred from your agency to ADA for motor pool services. You pull up the ITA in Draft phase, complete the 2<sup>nd</sup> party accounting information and validate and submit.

#### Setup

User is logged into the AFIS Home Page.

#### Steps

- A. Search for and open the Draft **ITA** document.
  1. In the **Jump To** box, enter **ITA**.
  2. In the **Dept** field, enter the data from **your student data card**.
  3. Click **Browse**.
  4. Click the hyperlink on the ID in the previous activity to open the ITA document in draft phase.  
Note: It must be opened in draft phase.
- B. Review the information that was copied forward from the ITI document.

1. Observe the information on the Header component of the ITA document
2. Click the **Initiator Reference** component
3. Observe the information in the Initiator Reference Component.

4. Click the **Edit** button at the bottom of the screen.
- C. Complete the 2<sup>nd</sup> Party Accounting component. .
1. Click the **2<sup>nd</sup> Party Accounting** component.
  2. Click **Insert New Line** button.
  3. On the **General Information** tab, Enter the event type, it must match the event type in the ITI (**INZ3**)
  4. In the **Line Amount** field, enter **\$500**.
- D. Click the **Reference** Tab.
- In training we do not complete the reference tab but if you were referencing an IPO it would be entered here.
- E. Complete the Fund Accounting tab.
1. Enter the **Fund** from your student data card.
  2. Enter the **Dept** from your student data card.
  3. Enter the **Unit** from your student data card.
  4. Enter the **Appropriation Unit** from your student data card.
  5. Enter the **Object** 6521.
- F. Complete the Detail Accounting tab.
1. At the minimum enter, the **Task** from your student data card.

- G. Check the ITA document for errors and submit it.
  1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the Validate button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **“Document validated successfully.”**
  2. Click the **Submit** button.
  3. Click **Close** to return to the Document Catalog.
  4. Click **Home** to return to the Home Page.

## 6.6. Cancel an Inter-Agency Transfer Expenditure

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If errors are made or discovered in the document creation or review process, the document can be cancelled or returned for correction depending on where in the approval process the document is.

When using the two-document method to complete a transfer:

- The second party discovers errors in the received pending ITA document.
- The ITA document is rejected and the ITI document must be cancelled.
- The initiating party creates a new ITI document.
- The new ITI document is copied forward to a new ITA document.
- The new ITA document is submitted for approval

## SECTION 7 - GENERAL ACCOUNTING REPORTING

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### Learning Objectives

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In this lesson, you will:

Review reports available in General Accounting

### Lesson Overview

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AFIS includes several reports for monitoring General Accounting.

### Reports

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The key reports needed to support the AFIS General Accounting business processes are listed below:

**FIN-AZ-GA-N457** - Open Transfers by Initiating Department - This report shows all open transfers where ITI is Final and ITA has not been processed

**FIN-AZ-GA-N343** – General Ledger Activity Report

**FIN-AZ-AP-N338** – Monthly and Yearly Cash Flow Expenditure Comparison Report

**FIN-AZ-GA-N368** - Totals for all Revenue & Expenditure Transfers - This report displays all Revenue & Expenditure Transfers by document, accounting period, department, fund

**FIN-AZ-GA-N371** - Totals for Operating Transfers - This report displays all operating transfers by document, department, fund class and fund

**FIN-AZ-GA-N388** - Outstanding Open Items - Lists all Documents with an open balance by Document Department and Document Code

**FIN-AZ-GA-N389** - YTD Balance Sheet Detailed Transaction - This report contains the Detailed General Ledger transactions, starting with beginning balance for the prompted fiscal year and lists transactions through to the end of the prompted fiscal period.

**FIN-AZ-GA-N397** - Detailed Transaction Listing - The Report shows detailed journal accounting transactions for a time range from Date to Date with a given Fiscal Year



# Appendix

## A.1. Budget Fiscal Year Staging

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The General Accounting Office is responsible for managing system-wide settings that determine what happens to accounting transactions at the end of a Fiscal Year or Accounting Period. This lesson reviews the Open Activity management processes in AFIS as well as some of the available batch jobs and chain jobs that handle offline processing.

## A.2. Accounting Period

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The Accounting Period (APD) table is used to establish, maintain, and validate accounting periods used in AFIS. Valid accounting periods can be defined for each fiscal year. The APD table can also be used to provide period-end, period closing, and adjustment information that affects transaction processing. The APD table must be updated before beginning a new fiscal year.

For each defined accounting period on the APD table, the following fields are available:

**Fiscal Year** – Enter or use the pick list to select a valid value from the Fiscal Year (FY) table

**Period** – Enter the identification number associated with the period within a fiscal year

**Quarter** – Enter the fiscal quarter within which this accounting period is defined, there are four quarters in a fiscal year

**Name** – A field for a user defined name associated with the accounting period (should be descriptive since it is used in reporting)

**End Date** – Enter the last calendar date of the accounting period

**Adjustment Period** – A check box that, when checked, indicates that the accounting period is to be used for end-of-the-year adjustments

**Closed** – A check box that, when checked, indicates that the accounting period is closed to further activity (also known as a soft close)

**Closing Process Run** – A Yes/No field that is only set to Yes by the offline closing process. When set to Yes, it indicates that the Closing Process has been successfully run against the accounting period; this is also known as a hard close

## A.3. Fiscal Year

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The Fiscal Year (FY) table is used to establish and verify the valid fiscal years and budget fiscal years in AFIS. All transactions and processes must be executed within a valid year. Verification of the fiscal year used on a transaction not only ensures a valid fiscal year is entered on transactions but also that the year is open for transactions.

The screenshot shows the AFIS Accounts Payable interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main menu on the left includes Training - Financial, Message Center, Search, Document Catalog, History, Favorites, and Administration. The main content area displays the Fiscal Year table and form.

Fiscal Year	End Date	Closed	Archived	Closing Process Run
✓ 1990	06/30/1990	Yes	No	Yes
1991	06/30/1991	Yes	No	Yes
1992	06/30/1992	Yes	No	Yes
1993	06/30/1993	Yes	No	Yes
1994	06/30/1994	Yes	No	Yes

Below the table, there is a form for adding or editing a fiscal year record. The form includes fields for Fiscal Year, End Date, Closed, Archived, and Closing Process Run, each with a corresponding checkbox or input field.

\*Fiscal Year : 1990  
 End Date : 06/30/1990  
 Closed : ☒  
 Archived : ☐  
 Closing Process Run : ☒

## Soft Close

Each fiscal year record on the FY table is defined by the year and the end date. When the fiscal year is closed to further activity, the closed check box needs to be checked, either manually or by the offline closing process. This type of close is called a “soft” close. Once a fiscal year has been marked as closed, only document codes that are both marked “Soft Close Override Allowed” on the Document Control (DCTRL) table and processed by users with appropriate override authority are accepted by the system.

## Hard Close

For a fiscal year record on the FY table, the Close Process Run check box is checked only by the offline closing process. This type of close is called a “hard” close. Once a fiscal year has been marked as Close Process Run, only document codes that are both marked “Hard Close Override Allowed” on the Document Control (DCTRL) table and processed by users with appropriate override authority are accepted by the system.

## A.4. Open Activity Processes

Certain types of open accounting activity need to be addressed at fiscal year-end. One reason for this is that such activity would be selected by the Annual Close process and closed out as a nominal account. In the case of a real account, the activity would be rolled forward into the new year. Open encumbrances using budgets that are expiring will be lapsed at the end of the fiscal year. For example, annual (Type 1) appropriations will lapse at the end of each year, while other multi-year appropriations will not lapse until the end of the final year of the budget.

Encumbrances that do not lapse will not be rolled forward to the new budget fiscal year (BFY). Instead, they will be tracked using the original budget fiscal year (BFY) and continue to match the BFY of the associated budget.

## Accounting Based Document Lapse

When accounting documents, such as General Accounting Pre-Encumbrance (GAP) and General Accounting Expenditure (GAX) documents, are lapsed, an Accounting Based Document Lapse (ABDL) document is created with a zero-dollar final reference to close out the remaining open balance. This way the original line amount is retained on the document when activity is lapsed.

The ABDL Document Code contains the same sections and fields as the General Accounting Pre-Encumbrance (GAP) Document Code and contains most of the same fields and sections as the General Accounting Expenditure (GAX) Document Code. However, the ABDL document should only be created by the Open Activity Lapse chain job is run in Update mode.

## Roll/Lapse Detail Pre-Selection

The Roll/Lapse Detail Pre-Selection (RLPSD) page identifies each selected open accounting line found when the Open Activity Roll, Open Activity and Budget Roll, or Open Activity Lapse chain jobs are run in Pre-Selection mode.

There are two fields that allow user interaction. The Approved check box indicates if a pre-selected record is approved for roll, lapse, or accrual. The Action drop-down menu has four choices: Roll, Lapse, Accrue, and No Action. For the Roll, Lapse, and Accrue actions, an offline batch program is run to process the activity. If No Action is selected the record will not be picked up by any of the offline batch programs.

## Roll/Lapse Summary Pre-Selection

The Roll/Lapse Summary Pre-Selection (RLPSS) page is a summary query of the RLPSD page that simplifies the process of approving or unapproving all of the accounting lines on the RLPSD for a given document at one time for one of the four actions: Roll, Lapse, Accrue, and No Action.

The RLPSS page data consists of a link to open and review the document as well as summary amounts that give a total closed and total open for all selected accounting lines of a document. When all accounting lines for a document on the RLPSD page have the Selected Date field populated, the RLPSD Closed Amount Sum and RLPSD Open Amount Sum columns on the RLPSS display \$0.00 which means that there is nothing left to Roll, Lapse, or Accrue. The Lines Processed column will also read "All" in this situation.

## Open Activity Options by Department

The Open Activity Options by Department (OAOD) page and batch job by the same name can be combined to perform a change to the Action and Approved fields on the Roll/Lapse Pre-Selection pages for multiple combinations of department and document codes.

## A.5. Batch Processing

Batch jobs and chain jobs are offline automated processes that perform a high volume of tasks efficiently and accurately. There are several batch jobs available in the General Accounting area. Each of the batch jobs has a defined purpose and should be run as required by the General Accounting Office.

The table below lists the batch jobs that are available along with a description of the job's function.

**General Accounting Batch Jobs with Descriptions**

Job Name	Description
Bank Account Balance (ABAL)	Updates the Bank Account Balance (ABAL) page with a day's worth of increases and decreases to cash, outstanding disbursements, and outstanding deposits
Begin Day Balance Batch	Increments the Application Date forward to signify the completion of a nightly cycle
Cash and Fund Balance Sync Process	Synchronizes the data involved with Cash and Fund Balance tracking with data recorded from document processing when a discrepancy is reported by the System Assurance 2 report or other diagnostic report
Open Activity Roll Update	Only run automatically by the Open Activity Roll and Open Activity and Budget Roll chain jobs to load document modifications
Open Activity Options by Department	Uses the data setup on the Open Activity Options by Department page to make changes to Roll/Lapse Pre-Selection Detail records
Populate FY Beginning Balance	Runs after an Annual Close and a running of the Ledger Engine batch job to "ledgerize" the journal records from Annual Close

Batch jobs are processed and reviewed by navigating to the Job Manager using Page Search.

### Steps

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Page Search**.
3. In the **Page Code** field, enter **BATRUN**.
4. Click **Browse**.
5. Click the **Job Manager** link. The Job Manager opens in a new window.
6. In the Job Manager Secondary Navigation Panel, click **Financial**.
7. Click **General Accounting**.
8. Click **Batch Jobs**.
9. Click the desired batch job. The Job Summary or Report Summary window will display.

### Chain Jobs

Chain jobs are also managed using the Job Manager. The table below lists the chain jobs that handle General Accounting annual closing processes along with a description of the job's function.

**General Accounting Chain Jobs with Descriptions**

Job Name	Description
Annual Close	Facilitates movement of nominal and real account balances from an accounting fiscal year that is being closed to the subsequent accounting fiscal year

Job Name	Description
Open Activity Lapse	One of three chain jobs used in the maintenance of open activity at the close of a year. This job closes out the activity in the old year with a referencing document that only liquidates the activity
Open Activity Roll	One of three chain jobs used in the maintenance of open activity at the close of a year. This job can either take the open activity in the old BFY and FY forward into the next year or accrue the activity with a document modification
Open Activity and Budget Roll	One of three chain jobs used in the maintenance of open activity at the close of a year. This job takes the activity in the previous budget fiscal year forward into the next year with a document modification, while also reverting and carrying forward budget authority to cover the rolled accounting activity
Pre-Annual Close Sweep	Reads a specified input ledger for accounting activity in a prior fiscal year which should be swept out of that year and into the subsequent fiscal year before an Annual Close is performed against the prior year. During the sweep, the chain job creates Journal Voucher (JV) documents.
Automated Accrual Process	Creates documents for payments made in the current year with services dates that spanned into the prior year. The prior year portion of accrued expenditures, according to those service dates, is removed from the current year and booked into the prior year
Automated Accrual Clearing Process	Creates documents for disbursements and internal cash expenditures with service dates that spanned into the prior year. The prior year portion of the cash expenditure, according to those service dates, is removed from the current year and booked into the prior year. If there was a prior year accrual, that is reversed.

## B. Budget Fiscal Year Staging

Profiles are accessed by opening the Budget Fiscal Year Stage Profile Select (BYSTPFSL) table. On this table, users can select and view an existing profile using the **View BFY Staging Profile** link or create a new profile using the **Add BFY Staging Profile** link.

AFIS

Welcome, Student 7

Jump to: BYSTPFSL Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

Budget Fiscal Year Staging Profile Select

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Menu Back

Browse Clear

Staging Profile :

Staging Profile Name :

Staging Profile	Staging Profile Name
✓ A	Single Year Appropriations (Accounting Control Model A)
B	Single Year Appropriations (Accounting Control Model B)
C	Continuing Appropriations (Accounting Control Model C)
D	Multi Year Appropriations (Accounting Control Model D)

Copy First Prev Next Last

View BFY Staging Profile

Add BFY Staging Profile

### Setup Tables

The BFY Staging Profile and BFY Stage Definition tables together make up the BFY Staging Profiles in AFIS.

The BFY Staging Profile table consists of the first three sections in the BFY Staging Profile and these contain the information used to define the profile, stages, and document events that are controlled by the profile.

**Staging Profile Summary** – Contains the summary information for the profile which includes the unique identifier Staging Profile and the user-defined Staging Profile Name

**Stage Definition** – Contains the stages for the selected profile along with their descriptions

**Document Events** – Contains the rules that govern what activities are permissible for the selected profile and stage combination

The BFY Stage Definition table consists of the last four sections (each section also has its own page code) in the BFY Staging Profile: **Spending**, **Revenue**, **Balance Sheet Account**, and **Non-Accounting**. These sections are used to view the profile assignments for all BFY Staging Profiles. If changes need to be made, each of the stage definition tables can be accessed by clicking the links at the bottom of the page.

The BFY Stage Definition tables are listed in table below.

### BFY Stage Definition Tables

Page Code	Table
BYSTDFSP	Spending BFY Stage Definition
BYSTDFRV	Revenue BFY Stage Definition
BYSTDFBS	Balance Sheet Account BFY Stage Definition
BYSTDFNA	Non-Accounting BFY Stage Definition

## BFY Staging Profile

The first three sections that define the profile use filtering that only shows records on one section for the selected record on a previous section. For example, the Document Events are only shown for the selected Stage within a selected Profile.

### Staging Profile Summary

The Staging Profile Summary section contains the following fields for user entry:

**Stage Profile** – A required unique identifier assigned to the profile

**Stage Profile Name** – A required text field that contains a name for the profile

### Stage Definition

Each record in the Stage Definition section contains the following fields, only one requires user entry:

**Stage** – A system generated unique identifier for a stage within a profile

**Description** – A required text field that contains a name for the stage

### Document Events

Each record (rule) in the Document Events section contains the following fields:

**Document Code** – Requires a document code from the Document Control table

**Document Code Name** – The name for the selected document code is inferred from the code

**Event Type** – Requires an event type for the document code from the Allowable Event Types for Document Code table

**Event Type Name** – The event type name is inferred from the event type

**AFY versus BFY** – Defines the relationship of Accounting Fiscal Year and Budget Fiscal Year that will be allowed with the document code and event type combination

- **Posting FY must be BFY** – Restricted, must be the same. This is the default value
- **Posting FY must be greater than BFY** – Restricted, must be greater
- **Posting FY must be less than BFY** – Restricted, must be less
- **Unrestricted** – FY and BFY will not be evaluated for the BFY Staging rule

**Referencing** – Defines the referencing requirements of a document code and event type combination. A Posting line that has a Line Function of Liquidation will not be evaluated against this rule for the event type and document code being liquidated

- **Required** – A reference must be made with the document code and event type combination that has a Reference Type of “Partial”, “Final”, or “Inverse”. A Reference Type of “Memo” will not satisfy the rule
- **Not Allowed** – Only a reference to a document code and event type combination that has a Reference Type of “Memo” or no Reference Type at all will be allowed. A Reference Type of “Partial”, “Final”, or “Inverse” will not satisfy the rule
- **Unrestricted** – The reference information will not be evaluated for the BFY Staging rule. This is the default value

**Line Action** – Defines the referencing requirements of a document code and event type combination. Evaluation of this value uses the Account Type and Code Type fields for the Posting line as shown in table below.

**Posting Line Action Increase or Decrease**

Code Type	Account Type	Debit	Credit
Spending		Increase	Decrease
Revenue		Decrease	Increase
Balance Sheet Account	Asset	Increase	Decrease
Balance Sheet Account	Liability	Decrease	Increase
Balance Sheet Account	Equity	Decrease	Increase
Balance Sheet Account	Asset Offset	Decrease	Increase
None of the Above		Increase	Decrease

- **Increases Only** – Only posting lines that are considered an increase are allowed
- **Decreases Only** – Only posting lines that are considered a decrease are allowed
- **Unrestricted** – The line action information will not be evaluated for the BFY Staging rule. This is the default value

**Liquidation Lines** – A checkbox that, if checked, indicates the staging rule will only apply to a liquidation posting line. This box should be checked when a staging rule should only apply to liquidation posting lines and not to non-liquidation posting lines

## BFY Stage Definition

Each of the four BFY Stage Definition pages: Spending, Revenue, Balance Sheet Account, and Non-Accounting, contain the same three sections. These pages are used to define a combination of BFY and



COA elements available for a profile assignment as well as the stage start and end dates for each stage in the profile assignment.

### *Profile Assignments*

The Profile Assignments section is used to assign a profile to a combination of BFY and COA elements. For the COA elements, a value of **ALL** can be entered that stands for all values of the field including blank. The following fields are available in the Profile Assignments section:

**Budget FY** – Valid values must be defined on the Fiscal Year table or be 9999 for a multi-year record

**Fund** – Requires a valid value from the Fund table, or ALL

**Department** – Requires a valid value from the Department table, or ALL

**Appr Unit** – Only on the Spending table, requires a valid value from the Appropriation table, or ALL

**Revenue** – Only on the Revenue table, requires a valid value from the Revenue Source table, or ALL

**BSA** – Only on the Balance Sheet Account and Non-Accounting tables, requires a valid value from the Balance Sheet Account table, or ALL

**Staging Profile** – The profile, to which an assignment should follow, requires a valid profile value from the Staging Profile Summary page. The value ALL is not allowed

**Staging Profile Name** – A text field for the name of the profile, inferred from the Staging Profile entered

### *Stages*

The Stages section is used to assign starting and ending dates to each stage in a profile. Stages are not allowed to have a gap between the end date of one stage and the start date of the following stage. AFIS will automatically adjust the dates for prior and subsequent stages based on the data entry for the current stage. Most of the fields in this section are inferred from the selected Profile Assignment record. The following fields require data entry:

**Stage Start Date** – Defines the start date of the stage for the given profile

**Stage End Date** – Defines the end date of the stage for the given profile. If the stage needs to extend indefinitely, then the date selected should be far in the future

### *Document Events*

The Document Events section does not require any data entry. It allows users to browse the various rules defined for the selected profile and stage.

## C. Terminology

### Terminology

Term	Description
Accounting Journal	The primary record of all accounting transactions within AFIS.
Accounting Template (ACTPL)	A predefined set of elements that can be inferred to a document accounting line as a soft inference, meaning accounting elements may still be entered on a transaction that are not overwritten by elements defined on the Accounting Template.
AFIS	Stands for Arizona Financial Information System. A web-based application for the State's Financial Management.
Chart of Accounts	An account structure to classify financial information which captures the dimensional structure for documenting and reporting on budget data.
Copy Forward	Feature that enables a user to copy pertinent information from a finalized existing document into a new Document Type whose purpose is to reference or liquidate the source document.
Document	A single form that collects information designed to ease data entry as well as to consolidate pertinent information for approval and query purposes.
Document Template	A template that shares the same structure and data entry fields as a real document, but cannot process data.
Document Transaction	A process used to record financial information and administrative events into AFIS, such as the intent to purchase goods from a specific vendor.
Event Type (ETYP)	Identifies and records the type of financial activity for an accounting line of a document. For all accounting based documents, and certain non-accounting documents, every accounting line must have an Event Type. You can either enter the Event Type or use the default provided by the system.
Function	A predefined set of elements that can be inferred to a document accounting line as a hard inference overwriting any existing accounting elements and unchangeable once inferred.
Intra-Agency	A transaction that takes place within a department it is called an Intra-Agency transaction.
Inter-Agency	A transaction that takes place between departments it is called an Inter-Agency transaction.
Journal	A historical record of processed data that is stored by document in order of processing.
Posting Code (PSCD)	A code associated with instructions that tell AFIS what debits and credits to create against a given budget. Debits and credits post to various accounting journals and ledgers (summaries of journals) for tracking purposes and reporting.

## D. List of Acronyms

Acronym	Definition
ABS	Accounting Based Spending
ACTPL	Accounting Template
ACTV	Activity table
APD	Accounting Period
BBALD	Inception-to-Date (ITD) Balance Sheet Detail
BBALFY	Fiscal Year (FY) Balance Sheet Details
BBALS	Inception-to-Date (ITD) Balance Sheet Summary
BFY	Budget Fiscal Year
BSA	Balance Sheet Account
CBALDQ	Cash Balance Detail Query
CBALPQ	Cash Balance Pool Query
CBALSQ	Cash Balance Summary Query
COA	Chart of Accounts
DOBJ	Department Object table
DRSRC	Department Revenue Source table
ERQ	Event Requirements table
ESUM	Expense Summary query page
ETYP	Event Type
FBALDQ	Fund Balance Detail Query
FBALSQ	Fund Balance Summary Query
FUNC	Function table
FUNCINF	Function Inference
FY	Fiscal Year
GAO	General Accounting Office
IET	Internal Exchange Transaction
IETRE	Residual Equity
IETWO	Work Order
IETBS	Balance Sheet
ITEOP	Operating Transfer
IETTRI	Real Estate
IETAT	Automated Transfer (Accounting Template) (Revenue)
IETUT	Use Tax Transfers (Accounting Template) (Revenue)
IPO	Internal Purchase Order
ITA	Internal Transaction Agreement
ITARE	Internal Transaction Agreement - Residual Equity
ITAOP	Internal Transaction Agreement - Operating Transfer
ITATRI	Internal Transaction Agreement - Real Estate
ITABS	Internal Transaction Agreement - Balance Sheet
ITAWO	Internal Transaction Agreement - Work Order
ITD	Inception-to-Date
ITI	Internal Transaction Initiator
ITIRE	Internal Transaction Initiator - Residual Equity

Acronym	Definition
ITIOP	Internal Transaction Initiator - Operating Transfer
ITITRI	Internal Transaction Initiator - Real Estate
ITIBS	Internal Transaction Initiator - Balance Sheet
ITIDT	Internal Transaction Initiator - Department of Transportation (copy forward to ITA)
IDIAD	Internal Transaction Initiator - Department of Administration (copy forward to ITA)
ITIWO	Internal Transaction Initiator - Work Order
JBUD	Budget Journal
JCASH	Cash Journal
JACTG	Accounting Journal
JV	Journal Voucher
JVA	Advanced Journal Voucher
LOC	Location table
PSCD	Posting Code
TASK	Task table